

**FOOTMAN'S  
COMPLETE GUIDE**

53337/A

# QUESTIONS

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E. J. Barron

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Ravenfield House

Hendon

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August 1847

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DINNER PARTY OF FOURTEEN.

Plate I. First course.



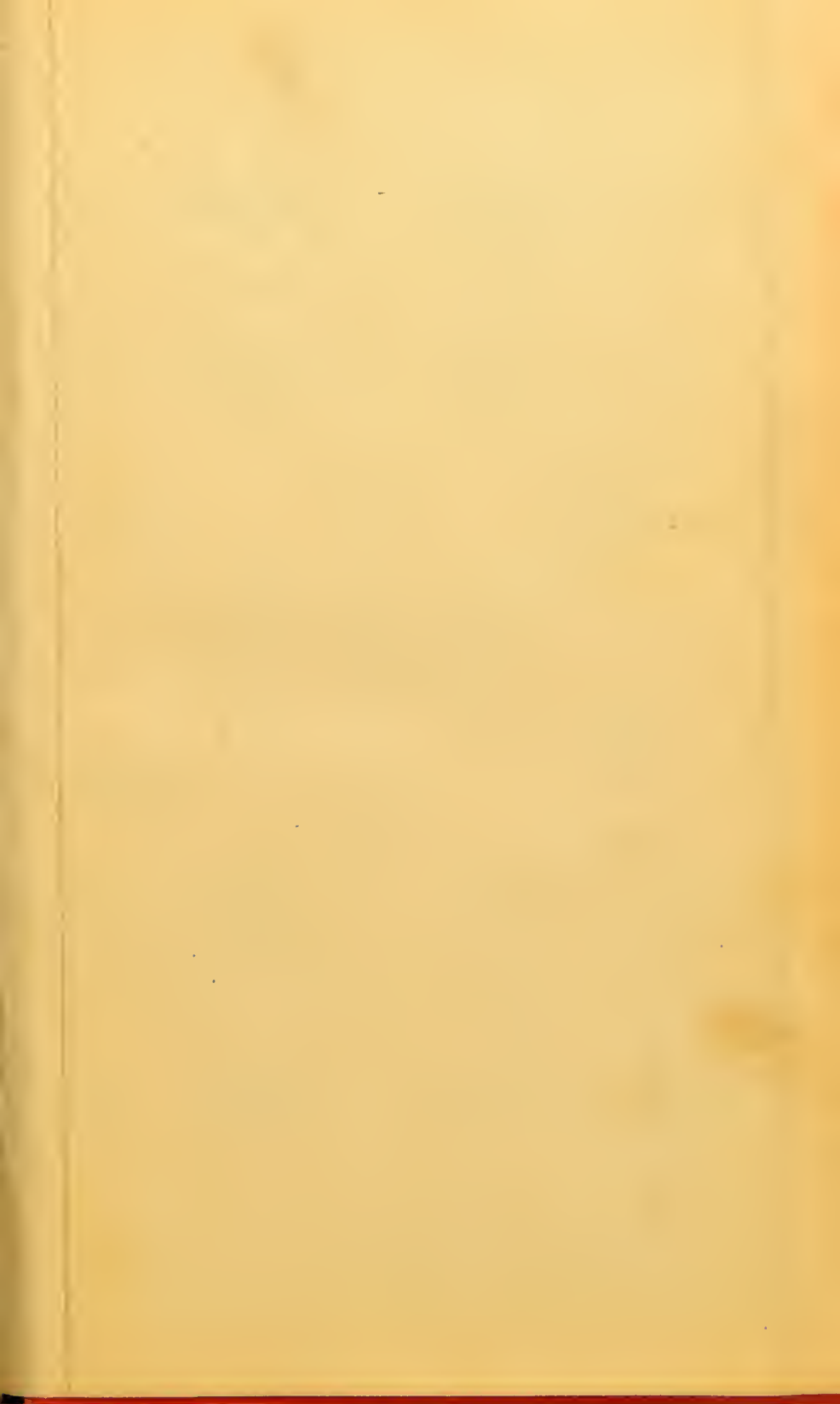
- 1 Soup
- 2 Fish
- 3 Vegetables
- 4 Mellowed Butter

- 5 Tongue
- 6 Chickens
- 7 Asparagus
- 8 Fish Sauce

- A Experiment  
 B. Wine Coolers  
 C. Water Cucurbits  
 D. Branch Candied Apples

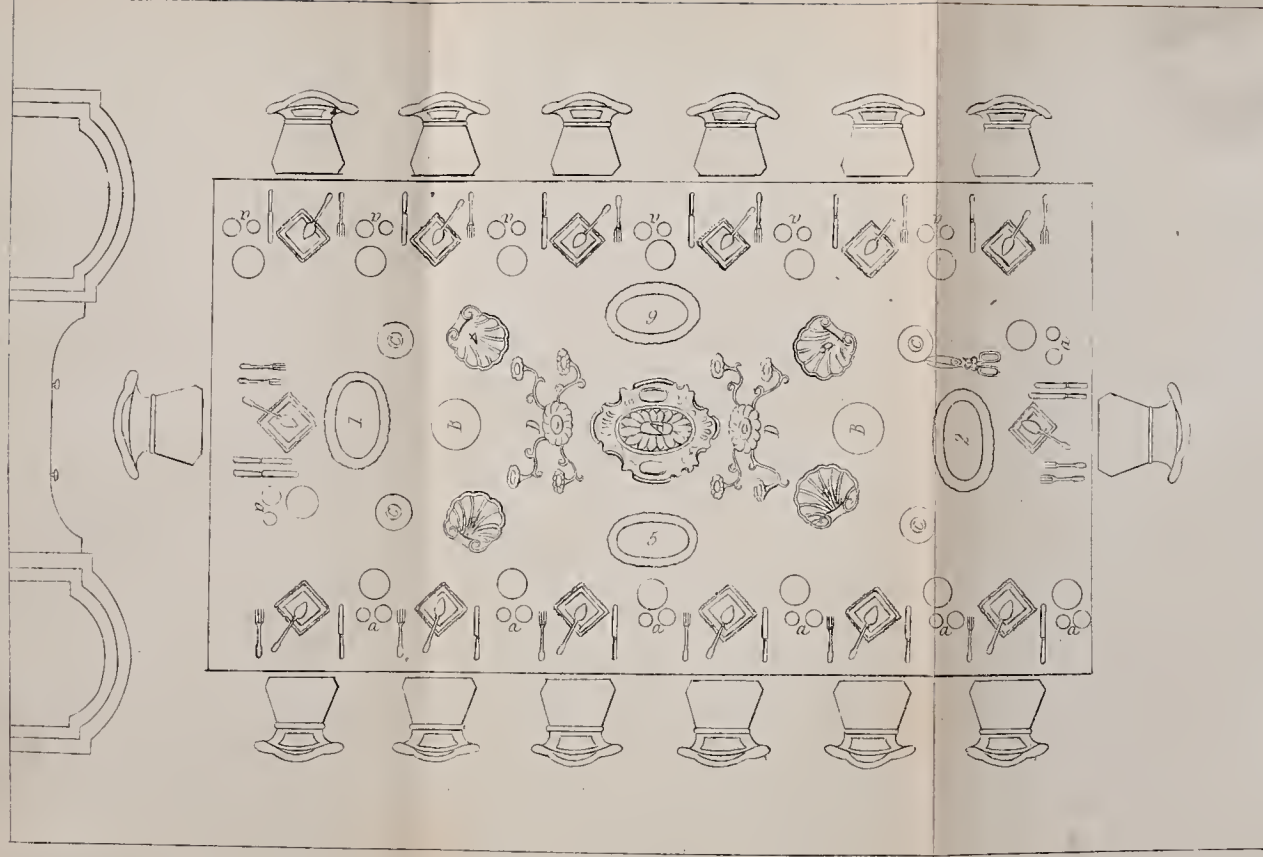
- a 2 Wine Glasses  
 to each person  
 b. Mandarins, or  
 Walnuts

No Plates or Wine Decanters are introduced, to prevent crowding, they being supposed always to be on the table.



DESSERT FOR FOURTEEN.

Plate II.



- 1.—*Fine Apples or Melon.*
- 2.—*Grapes*
- 3.—*Nectarines*
- 4.—*Figs*

- 5.—*Apples*
- 6.—*Plums*
- 7.—*Peaches*
- 8.—*Walnuts*

- A.—*Silver Cake Basket or Espingie*
- B.—*Wine Coolers*
- C.—*Wine Carafes*
- D.—*Branch Candlesticks*

- a.—*Finger glass & 2 Wine glasses to each person.*

*No Servants are here introduced as they leave the room after the Desserts served.*



43202

THE

# FOOTMAN'S GUIDE :

CONTAINING

**PLAIN INSTRUCTIONS FOR THE FOOTMAN AND BUTLER,**

FOR THE

PROPER ARRANGEMENT AND REGULAR PERFORMANCE OF THEIR  
VARIOUS DUTIES, IN LARGE OR SMALL FAMILIES:

INCLUDING

THE MANNER OF SETTING-OUT TABLES, SIDEBOARDS,  
&c. &c.

**THE ART OF WAITING AT TABLE,**

AND SUPERINTENDING

LARGE AND SMALL BREAKFAST, DINNER, AND SUPPER PARTIES;

DIRECTIONS FOR

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## PREFACE.

IN submitting this work to the public under the title of the FOOTMAN'S GUIDE, the Author was actuated mainly by a wish that it should be found acceptable to that numerous and useful class of society, to whose services it is particularly devoted. It having now reached a fourth edition, is a proof that his exertions have been appreciated.

The first entrance of a lad into service, is an important event in his life; thrown, as it were, into a new sphere of existence, he feels the want of a friendly adviser;—to such, this Guide will prove a valuable monitor, for it will point out, not only what he should do, but how he should do it, with credit to himself and satisfaction to his employers.

To the more experienced footman, it will be found equally useful, as containing a fund of valuable information connected with every department of a man-servant's duties.

Though not professedly divided into chapters, each subject is treated of under its own head; and to it are appended many receipts, which can be recommended with confidence as being genuine.

The detail of the arrangements of the Table and Sideboard, will afford much useful information; the superintendance of large and small parties, and the manner of laying out tables, are clearly pointed out; bills of fare are given; and ample directions for managing the several courses, added, to make the whole complete.

The general observations are connected with every duty that comes within the man servant's department in respectable families; they are practical and useful; indeed, every care has been taken to render this work a correct guide, a faithful adviser, and a useful and valuable book of reference.

J. W.

## INTRODUCTION.

WHEN a lad, brought up in the humble walks of life, enters as a domestic servant in a gentleman's family, he finds himself in a new sphere of existence.—Scenes and habits of which he knew little more than heresay, open to his observation, and every thing for a time seems strange, because all is new.

Accustomed to economical habits and ways of life, he now sees a comparative profusion, and he participates in comforts where before he shared but necessaries.—The novelty of the situation, however, wears away; and he becomes familiarised with scenes which pass in daily succession before him.

He may now be considered as on his trial; for upon the manner in which he now conducts himself, will depend, in a great measure, his future prospects. If his observations take a right bent, he is likely to form correct conclusions, and render himself an useful member of the domestic circle: if, however, the novelty of his situation, or accidental circumstances should lead him into idle company, his mind will become perverted; and his manners betray an affected, pert, and forward demeanour.

This is no fancied picture of what *may* happen; it is the faithful narrative of repeated occurrence.—It is, then, the duty of youth, placed in similar circumstances, to guard against falling into dangerous habits: the door of temptation stands always open; few, however, who enter can stop short and say “So far will I go.”—When once we enter the path of temptation, we are impelled forward, and rush too heedlessly on to loss of character and ultimate ruin.

Let youth, then, avoid bad and idle company, as the first step towards crime; and let him strive to become useful to those with whom he is placed and in his honest endeavours to employ his hours in a proper manner, he will find little time, and less inclination, to pursue the path of idleness or dissipation.

When a lad enters into service in a respectable family, he becomes, as it were, a part of it; he witnesses their conduct, becomes acquainted with their affairs, and is, to a certain extent, entrusted with the care of their property.—If, then, he would obtain their confidence (without that he will never gain promotion in service) he must be attentive and respectful to every member of the family, diligent and faithful in the discharge of his duties, kind and obliging to his fellow-servants, and scrupulously honest in all his dealings.

Too many servants, male as well as female, give

way to an idle practice of gossiping; they tell all they know, and in some instances much more; and ask in return all they can learn. This conduct is highly blameable; it is a practice that cannot be too severely reprobated. Nothing that takes place in the house should on any account be talked of out of it; and few things happen out of doors which ought to form a subject for in-door gossip. There are many ways in which servants may rationally pass their leisure time or spend their evenings together, as we shall hereafter point out; but the affairs of the family ought never to be made the subject of kitchen conversation. "Mind your own business," is a homely but useful precept; and he who adopts it will soon find that he has enough to attend to, without interfering with others.

It is with the view of giving a proper bias to the mind of a lad so situated, and to enable him to perform in a satisfactory manner the services required of him, that these pages are put forth; nor, while we wish this work to be considered as a friendly monitor and book of reference for youth on their first entrance into service, have we neglected the duties of the more experienced footman, butler, or valet.— And it being our wish to render this little volume as useful as possible, general directions are given, for the best means of performing the various duties which fall to their respective shares, some few approved receipts are also added, for preparing the

several articles serviceable in family or domestic use; as also some useful receipts of general utility.

In large establishments, the duties of the domestic servants are well defined and generally understood; the footman, the groom, the butler, and the valet, have each his own peculiar duties to perform, and but rarely have occasion to interfere with each other; not so, however, in smaller families, where the footman and butler, or footman and valet, are united in one and the same person: it therefore becomes a lad to be diligent, and to learn how to perform his duties as perfectly as possible: he will then be qualified to fill the higher situations, whenever circumstances may afford him the opportunity.—And it is for the guidance of a lad so situated, that this book is designed; although its varied contents render it equally useful to domestics in the largest establishment.



# THE FOOTMAN'S GUIDE.

USEFUL HINTS FOR A LAD ON HIS FIRST ENTERING INTO A GENTLEMAN'S FAMILY.

THE lad (to whom we may be considered as now addressing ourselves,) having been received into a respectable family, as assistant to the butler, or the cook, or both, the first services he will be called upon to perform, will most probably be clean the knives and forks, boots and shoes, look after the hall and other lamps, and make himself generally useful, particularly to those he is engaged to assist. Occasionally, he may also have to attend the junior branches of the family, particularly the female part, in their morning visits, or evening walks, as well, as now and then, to deliver complimentary or message cards.

Now, as in either of these situations, it will be the interest of the lad to use his endeavours to gain the good-will and respect of those with whom he is placed, we shall point out how this may be attained; and, although we may take some trouble in detailing our advice, the whole spirit of it may be expressed in three words,—*Cleanliness, diligence, and attention.*

To insure attention in these points, early rising will be essential. Much more may be done in one hour *before* the family are about, than in *two after* they are in the way. A dress suitable to the work you have to do, will contribute to cleanliness, save your better clothes, and enable you to appear before the family in a clean dress on all occasions.

Much depends upon the manner in which a lad sets about his work; for instance, if he sets to clean-

ing knives and forks, or boots and shoes, without first wiping the one from grease, or brushing the dirt off the other, he will be pronounced a sloven; if he does not have proper materials to do his work well, and keep those materials neatly and in good order, he will gain the character of a careless fellow. But if he commence his work without hurry or bustle, and executes it in a proper manner, he will obtain a good character. We have known servants, in every respect well suited for the situations they filled, dismissed from the family, because their slovenly habits, or untidy appearance excited an unfavourable impression; while others, in many respects less useful, were retained, merely from their civility and cleanliness speaking favourably for them.

## THE PANTRY.

THE footman's pantry being the place where the greatest part of the cleaning process is performed, we shall commence with instructions how to keep it clean, and shall also add a hint or two how best to time your work, so that the part done may not interfere with the part left undone, by a want of *order* and *method*.

If there be any other convenient place in which to clean boots, shoes, or knives, beat the clothes, or do the dirtiest work, do not do them in the pantry; for here generally is the store-room of domestic articles in daily use, as glasses, tea-things, table-linen, and the like. If, however, you are obliged to do most of your work in the pantry, avoid dust and dirt as much as possible; do the boots, shoes, knives, candlesticks, lamps, and the like, the first thing in the morning; doing one thing only at a time. When these are

done, and all litters cleared away, look to the clothes you have to dust and brush; and then wash the glasses, &c. left the previous night. It will be best that these things should be all done, the dust and dirt cleared away, and the pantry swept and dusted, before you think of getting the breakfast things ready for the family. If, however, time will not allow for all to be done, do what part you can—but finish that part you do begin; and clear all away belonging to that part; then get the breakfast-things ready, and covering them with a cloth, again proceed with your cleaning. By a little exertion, you may, perhaps, be enabled to finish before the breakfast things come down again; but *unless you clear away as you go on*, you will never keep out of confusion.

Have a wooden tub or bowl to wash the tea-things in; and another for the glasses; keep each for its own proper purpose, as the grease which generally adheres to some of the articles used at the breakfast table, will render the same water useless for both purposes. The cloths to wipe them on, must also be kept apart. A sponge is handy to wipe up slopped water, and saves cloths from being improperly used. When you have done, dry your cloths, by spreading them open, not hanging them till dry, by the loop. Have a sufficiency of cloths, and change them as often as necessary. Use each cloth for its own proper purpose only, and never for any other. Keep your clean cloths in a drawer by themselves, and the dirty ones in another, observing to dry them first. Let the knife-board, shoe-brushes, and other materials for cleaning, be kept ready for use; but when out of use, always put them away into their proper places. In all you do, observe method and regularity, and you will do your work with equal satisfaction and credit.

## BOOTS AND SHOES.

Boots and Shoes are usually cleaned first thing in the morning; but in wet or dirty weather it will often be necessary to clean an occasional pair in other parts of the day. Good brushes and blacking are indispensable; without them, labour will be applied to little purpose.

First scrape off the dirt clean from the edges of the sole and upper leather with a bone or wooden knife; then with your hard brush completely remove the remaining dirt. With a small quantity of blacking on your blacking-brush, brush it over a part of the boot, or all the shoe: use the shining-brush immediately, and you will soon attain a brilliant gloss, if the blacking is good. Proceed thus till your boot or shoe shines equally all over; or you may give a finishing polish by rubbing a damp blacking-brush over any part of the boot or shoe which may not look brilliant, and then applying the shining brush immediately.

A few simple rules may here be named, which, if attended to, will be found useful.

Never use blacking which dries quickly, leaving a white coating on the leather. It has too much acid in it, which is extremely injurious to the leather.

Never suffer any of your brushes to be used for any other than its proper purpose; or it will be useless to expect a fine gloss.

Let the boots or shoes be thoroughly dry before you clean them, or you will never make them look well. If this cannot be accomplished, make them look as well as you can by extra labour.

Always remove strings from shoes, and laces or ribbons from boots, before you brush them. If the

blackening once touch either, they will never look well afterwards.

*Boot Tops.* Top boots are not so much worn as they used to be, even in travelling; but as some gentlemen still retain them, it will be useful to know how to treat them. Cover the tops with a piece of paper before you begin to brush the boots, or you will soil them with the blacking. Clean the tops with soap and water, by a bit of sponge, or piece of flannel. If the spots do not readily disappear, rub them with a little finely-powdered Bath-brick. Then finish with the boot-top preparation, as given in the receipts, page 14, accordingly as the tops are white or brown.

#### TO MAKE LIQUID BLACKING.

Home-made blackings rarely attain the brilliancy and jet possessed by the best of those publicly sold, as Day and Martin's, Warren's, Lardner's, James's, and some few others: this, no doubt, arises principally from the smallness of the quantity made not giving that quality to the mixture which a larger quantity produces: still, as under such circumstances, home-made blacking may be desirable, we give a few receipts.

1.—To two ounces of ivory black, add one tea-spoonful of oil of vitriol (sulphuric acid,) one table-spoonful of sweet oil, and one ounce of brown sugar. First mix the oil of vitriol and the oil together, and after a minute or two add them to the other ingredients. Mix the whole up into a ball, and dissolve it in a bottle with half a pint of vinegar, or stale beer.

2.—Instead of sugar, as in No. 1, you may put two ounces of brown sugar-candy; and instead of half a pint, put a pint of vinegar or beer. In all other respects, proceed as before. Dissolve by well shaking. Keep the bottle corked.

3.—To one pint of vinegar, add half an ounce of oil of vitriol, half an ounce of copperas, two ounces of sugar-candy, and two ounces and a-half of ivory black. Mix, and stir or shake the whole well together.

4.—One pint of small beer, four ounces of ivory black, an ounce and a half of treacle, a quarter of an ounce of gum arabic, a quarter of an ounce of oil of vitriol, and half an ounce of sweet oil. Dissolve the gum in a little of the beer warmed, mix the oil with some of the ivory black, and then mix the whole thoroughly together. After it has stood a few hours, bottle; the next day it will be fit for use.

For ladies' shoes, and parts of harness which cannot conveniently be made to shine by the application of the brush, a very useful preparation is sold, called Edwards' Ladies' Blacking; it is a kind of spirit varnish, and serviceable for harness and other leather articles, which will not bear the application of the brush.

#### PREPARATIONS FOR CLEANING BOOT TOPS.

1.—*White*.—Dissolve an ounce of oxalic acid in a pint of soft or rain water, and keep it in a bottle well corked for use.

*Note*—Oxalic acid, being a powerful poison, resembling Epsom salts, care should be taken to label the bottles with this preparation, "Poison;" otherwise serious accidents may result.

2.—*Brown*.—To half a pint of skimmed milk, add a quarter of an ounce of spirit of salt, (muriatic acid), a quarter of an ounce of spirits of lavender, half an ounce of gum arabic, and the juice of one moderately sized lemon. Mix the whole well together, and keep it in a bottle, closely corked for use.

In cleaning boot tops with either of these preparations, dip a small piece of sponge, or small piece of flannel, into the mixture, and with it rub the top, after having cleaned off the mud and other dirt with soap and water. When dry, polish it with a piece of clean flannel.

TO RENDER BOOTS, SHOES, AND LEATHER ARTICLES,  
WATERPROOF.

1.—To half a pint of drying-oil, add an ounce of turpentine, and half an ounce of Burgundy pitch. Mix them together in an earthen glazed pipkin, carefully over a charcoal fire, in some place where it cannot cause a fire, if by accident it should run over.

Slightly warm the boot and shoe, and lay the mixture over it with a sponge or soft brush, while it is warm; and when dry, repeat the process, until the leather will fairly hold no more. Put them away, and do not wear them until they are perfectly dry and elastic: they will then be found impenetrable to wet, soft, pliable, and more durable.

2.—Linseed oil, a quarter of a pint; mutton (kidney) suet, two ounces; rosin, one ounce. Boil the oil in a glazed pipkin, over a slow fire; pound the rosin, and add it to the oil; then cut the suet into small pieces, and add it to the rest, allowing it to simmer together till the rosin is melted and well mixed, when it is ready for use.

Do not let this boil over, as it is very likely to do, or it will set the chimney on fire in a moment; therefore, do it over a pan of charcoal in a yard, or some other secure place.

This mixture is applied in a similar manner to recipe No. 1, but rarely requires a second application. The next morning, the boot or shoe may be blacked for wearing; if the mixture remains on the surface of the leather, it may be scraped off, previous to cleaning.

3.—Bees' wax, one ounce, and mutton suet, half an ounce; melt them together carefully in a glazed pipkin over a slow fire.

This preparation is for winter use, to keep the leather with which it is soaked, impenetrable to snow or rain water. It is applied much in the same manner as Nos. 1 and 2, but should be rubbed in before the

fire the over night; the next morning, with a piece of flannel, remove as much of it from the leather as the leather has not absorbed. They may then be blacked: after a few days they will shine as well as ever.

## KNIVES AND FORKS.

THESE essential articles of domestic use, being in daily wear, afford the means of showing off a servant's care to advantage; for as they come so frequently under the observance of the members of the family, their coming to the table clean, sharp, and free from notches, must bespeak care, and ensure good opinion.

The means of cleaning knives and forks well, are so very easy to be attained, that it is discreditable to do them in a slovenly manner. All that is requisite, being a smooth, clean knife-board, without knots, a long strip of buff leather, and a Bath or Flander's brick.

If your board be of plain wood, merely rub the brick once or twice along it; do not have too much dust on at one time, or the blades of the knives will scratch. The board, when fixed, must be of such convenient height, as to give full command over your movements in cleaning them.

But both knives and forks should be wiped clean before you begin to rub them. This will save trouble, if done directly after dinner.

The board being ready, and the knives and forks wiped clean, and free from grease, begin by taking a knife in each hand; then standing about the middle of the board, and taking care to keep the blades flat thereon, move your arms in opposite directions, bearing but lightly on the knives, to prevent snapping. A little practice will soon teach you to clean two



knives at once, and experience will show you that a lightly-cleaned knife will take a much better polish than one that is pressed on. The ferrules, &c. are to be cleaned with wash-leather, but without brick-dust, to prevent scratching; for the finer the polish, the longer its lustre will be preserved.

For forks, nail the two ends of a doubled leather strap, about a yard long, and two inches wide, to one end of the table, or stand on which the knife-board is used; put the fore-finger of the left hand through the loop, and rub the forks backwards and forwards, with the leather passing between the prongs; this will clean the insides of the three prongs at once; then rub the rest of the fork with a piece of stick or whalebone covered with buff leather. Should the strap become greasy, scrape it clean, and rub it with Flander's or Bath-brick.

Keep a good edge to your knives, and keep them free from notches. Carving-knives, in particular, ought to be well attended to, for nothing can be more vexing than being obliged to haggle a joint, through having a bad edge to a knife. The keenest edge may be given and preserved, merely by cleaning, if care be used in passing the edge of the knife from you, so as not to let it lean on the board, but, in drawing the blade to you, to lean with a very little pressure on the edge.

The knives and forks in daily use, are to be put into the tray for use; but the extra, or best knives, after being carefully cleaned and wiped, should be put away in the cases, or, may be packed in very dry brown paper, so spread out as not to be allowed to touch each other.

#### TO PRESERVE KNIVES AND FORKS FROM RUST.

All articles made of steel have a tendency to contract rust: this arises from the metal having the pro-

perty of extracting damp from the atmosphere, or from any moist thing near to it. Spots are thus formed upon it, which are termed rust, and which, unless speedily removed, eat into the metal and destroy it.

The only preventive of rust is, either to keep the articles perfectly dry, or to preserve them from the means of contracting damp. The first may be done by excluding all moisture from the place in which they are kept. Those in daily use will require but little care, as the very act of cleaning them every morning will be a preventive: but not so with the superior or extra knives, being only occasionally used, must, to be preserved from rust, be carefully looked after, and may be treated in either of the following ways:—

1.—Clean them on a dry board, wipe the dust from them with a dry cloth, and pack them up in brown paper, also quite dry and warm, and keep them in a perfectly dry place.

2nd.—Pound quick-lime, keep it in a muslin bag, and dust over the blades and prongs. Lay them out on a sheet of dry brown paper, and roll them up in it, as the cutlers do, so that the knives and forks do not touch each other. Keep them in a very dry place, and look at them occasionally.

Never use bran, sawdust, or any similar articles; all having a tendency to contract damp, they are very bad things to preserve steel articles in.

## CLEANING AND TRIMMING LAMPS.

Lamps are now in general use, for the hall and the staircase, as well as the drawing and dining-rooms. In the latter situation, the shadowless and solar lamps have, in a great degree, superseded branch

lamps, as giving a better and steadier light, free from smoke or shade.

One of your daily morning tasks must be to look to the lamps. A little care will keep them in good condition; but if once neglected, and the crudities of the oil settle in them, it will be difficult to restore them to their proper appearance. In such case, the best way will be to send them to the maker's, to be put thoroughly to rights: it will then be the servant's fault if they are not kept so.

Once every four or five weeks, empty the oil from the lamps, and clean them thoroughly; take them to pieces, and pour through all the parts the oil has to pass, and upon all the parts where the oil has hardened, pure boiling-water and soap; or clean weak soap-suds. Shake this well: if the gummy parts still adhere, scrape them off with a piece of soft firewood, or a wooden knife. This hot water, or at most weak soap-suds, are the only things which should be used in cleaning brass lamps. Sand, or brick-dust, should on no account be used, or the lacker will soon wear off the brass-work, and the lamps elog up. A piece of flannel is very useful for this purpose, or a piece of tow twisted about a stick, will assist in removing the gummy oil.

When you have thoroughly washed the pan, which holds the oil, and the parts the oil has to pass through, wipe it quite dry with a piece of soft cloth, and put it upside down near the fire, to take off all the damp. Let every other part be done the same way. Be careful to clean the chimneys of the patent lamps; for unless they are kept quite clean, and free for the air to go through, they will never burn well. In the usual kind of brass lamps, there are also two or three holes to admit the air: be particular in keeping them open with a pin, or piece of brass wire, or the lamp will smoke, and not give a good light.

Lamps for drawing-rooms and dining-rooms have, some of them, several burners; in taking these to pieces, be careful not to mismatch them; to avoid thus, mark the different parts by tying thereto a piece of coloured thread, or in any other way. Table lamps are easily kept in good condition, if cleaned ever four or five weeks, as before directed, and kept properly trimmed and supplied with the best sperm oil.

The oil you empty out of the best lamps before cleaning, should not be returned into them, but kept in a can by itself for more common lamps, or any other purpose. Always get the best sperm oil for the best lamps; indeed, it is the cheapest for all lamps; if you procure it from a respectable tradesman's, you may depend on its quality.

The cottons must be kept clean and dry, they should be chosen of a middling thickness, tightly woven and firm. When you put on fresh cottons, place the smooth end to the thick part of the cotton-stick, and so slide the smooth part of the cotton upon the brass holder, and after you have returned it into the burner, and turned it down as low as it will go, cut the top even; and in trimming the lamp, turn the part down so as to absorb the oil, and then turn it up again a little, or it cannot burn. Pour the oil in from a can with a long spout; and be careful not to spill it, nor let it run over the lacquered parts of the lamp.

Thoroughly cleaning lamps in constant use will be necessary once a month, or five weeks; but every morning, the brass-work will require to be dusted with a soft duster, and the glasses cleaned and polished; for this purpose, use a small piece of soft wash-leather wetted with clean warm-water, finishing with a dry piece of leather. The wicks must be cleared from the ash or burnt residue every day, and

fresh oil put in if wanted. It will also be essential that the chains and lines of suspended lamps are in good repair; otherwise an accident may happen at a time when it may prove of serious consequence.

In severity of weather, warm the oil before you put it into the lamp; and if the frost be intense, and the lamp exposed to its influence, put it before the fire for a short time before lighting it; but be careful not to spill the oil in removing the lamp from one place to another, or you will get into disgrace, for oil is very penetrating, and extremely difficult to remove.

#### TO CLEAN LACKERED OR BRASS WORK:

No. 1.—*For brass work, not lackered.* All brass work should be lackered, but if you have to clean any that is not, you must use rotten-stone, in powder, mixed to the consistency of putty, with a little sweet oil. Rub this on the brass work with a piece of cloth or leather, and finish by polishing with a dry piece of wash-leather.

No. 2.—*For lackered brass work.* Lackered brass-work seldom requires more than dusting; but if it has become tarnished or dirty, plain warm water only should be used to clean this: finish with a soft wash-leather, and rub as little as possible.

Attention to these few rules, will keep your lamps always in good order; they will burn beautifully bright and clear, and give satisfaction to all; for a brilliant light not only gives a noble appearance to a house, but makes every thing in and about it look cheerful.

#### PLATE AND PLATED ARTICLES.

To make plate look well, it should first be well washed in boiling-water, to free it from grease, and those articles which have rough edges, must be well brushed before cleaning.

For this purpose, you will require several brushes, large and small, some of them must be soft-haired, others may be harder, but none too hard,—be guided by the quantity and pattern of the plate. You will also need at least two or three leathers, soft but thick; and a piece of soft clean sponge. When you first buy sponge, put your tongue to it, if it taste tart or acid, do not use it till you well clean it in soap and water; this will effectually remove the acid and sand, and prevent injury to the plate.

You may use plate-powder or whiting, wet or dry; if wet, do not put it on too much plate at once, for if it dries hard on any of the articles, you will not be able to make them look well. Small articles, as spoons and forks, are best cleaned by rubbing them between the fingers, with soft leather kept solely for that purpose.

When the plate is rubbed enough, brush the whiting or powder well out from the crevices and crests, and from between the prongs of the forks. Do not take more than one spoon or fork at a time, in your hand, or you may scratch them against each other, and injure their beauty.

Some articles, as silver dishes, bottle-stands, cruet-frames, tea-pots, ice-pails, candlesticks, and similar pieces, if much ornamented, are difficult to clean, there being considerable trouble at getting at the rough work, while other parts are quite plain; it consequently requires both care and judgment to treat them properly. The parts which are ornamented, or as it is called, frosted, must be cleaned with hard brushes; while if the same were applied to the plainer parts, it would scratch them. Here, then, you want softer brushes. Therefore, begin with a softer brush, while the powder or whiting is wet, and finish with a harder one; if this does not completely clean in between the crevices, brush it with a little hot water

and soap; and when it is dry, shake a little powder over it from a muslin bag, and brush it clean off.

Dry powder used with oil, will enable you to make the plate look truly beautiful; but it is attended with so much trouble, and is such a dirty job, that I do not know how to recommend it to you, except to be used now and then, and under particular circumstances, when you can afford to take a very long time about them. To use this, put the oil on the article of plate, by means of a piece of flannel; then shake the powder over it, and rub it with your bare hand, till the oil is cleaned off. Plate thus cleaned, will look extremely beautiful, and retain its polish a long time.

*Plated articles* require more care than silver or gold ones, because the edges and other parts most in wear only being coated with silver, and that sometimes very thinly, much or hard rubbing soon wears the plating away. They must, therefore, be cleaned less often, and with more care; also use softer brushes, and no other preparation than fine prepared whiting, or plate powder. Do not brush them more than you can help; nor wet them more than is positively necessary, or they will tarnish. Spirits of wine may be used, instead of oil.

Plated articles should not be suffered to remain damp or dirty, or they will rust, if on steel bodies, or canker, if on copper. If used for acids, let the acid be in them no longer than is absolutely necessary; do not suffer salt to be in either the plated, or silver cellars when not in use, or spots will be engendered, which you can never remove without injuring the silver.

Eggs tarnish silver, giving it a black hue; this can easily be removed by rubbing the article with a little salt, between the finger and thumb; but take care

not to let any salt fall upon the plate, or it will fill it with black spots.

Small brushes, of the tooth or nail kind, but not too hard, will prove very useful for the narrow parts of toast racks, legs of castors, and similar pieces, where larger or harder brushes might damage. Wash the brushes and sponge well out after use, with clean hot water and soap, and always put the brushes to dry on a tilt with their backs upward, or the fastenings of the hair will rust and burst, or the bone or wood, split.

#### TO MAKE PLATE POWDER.

No. 1—Procure from the chemist half an ounce of killed quicksilver; pound and sift some good whiting; and to four ounces of this, add the quicksilver; mix them well. Use this preparation with spirits of wine, which add as wanted.

#### TO CLEAN THE LARGER ARTICLES OF PLATE.

No. 2—Make a strong ley of pearlash, with water wherein half an ounce of cream of tartar and half an ounce of alum have been dissolved: put in the plate, and set it over the fire; let it boil about six minutes, then take out the plate, and set it to dry. Burn a little wheat-straw to ashes, pound it fine, sift it through a piece of muslin, and rub it on your plate with a soft leather. The polish thus obtained will make your plate look like new, and last a long time.

#### SILVER AND PLATED CANDLESTICKS.

Silver and plated candlesticks require particular attention,—they are used in respectable families for wax candles; and as it is difficult to prevent the wax running over upon the hedges and down the side, the greatest care will be necessary to prevent injury.—The adhesive quality of the wax causes careless servants to use improper means to remove it; if done by a knife, the edge and sides are sure to be scratched;



and if melted before the fire, danger is run of melting the composition with which the hollow of the bottom part of the candlesticks is usually charged, The only safe way is to pour boiling water upon the part, which will effectually remove the wax, without injury to the plating or ornament; they should then be wiped from grease, and cleaned as directed for plate.

#### ORNAMENTAL CANDLESTICKS.

Ornamental candlesticks, of china, spa, porcelain, or rice, are kept more for show than use; those of a smaller sort are, however, often used for wax tapers, being handy for lighting in the day, when a letter requires sealing.

As the sockets of these fancy candlesticks are generally too large for the tapers, it will require a little ingenuity to make up the size; this you may do by a piece of cork the size of the socket; cut a hole in the middle, just sufficient for the taper, which will hold it firmly; to take off the appearance of the cork, paste or gum a piece of coloured paper round it, and you may thus convert a defect into an ornament.

The best way to clean these ornaments is to rub them gently with a cloth and warm water: if the wax stick to them so as not to come off by warm water, use it hotter; but do not dip or throw them into hot water, as the spa or porcelain is almost sure to crack and break to pieces, and the rice to soften or melt.

#### TREATMENT OF WAX LIGHTS.

Wax lights are much used in respectable families, particularly on balls, routs, and other occasions, and especially in the drawing-room chandeliers; and it is the duty of the servant to whom the care of them is entrusted to see that they are always in readiness.

To keep your candles clean, you will require a box or drawer, with a partition therein; on the one side, put the whole eandles, and on the other, the pieces; but never put wax pieees away without scraping off the gutterings and trimming the wicks; they will then be ready for use when wanted.

You may have ocaasion, at times, to light a considerable number while a part of the company are present; in such ease, previously touch the wicks with spirits of wine, by a small eamel-hair painting-brush, and they will eateh flame the instant it is applied to them. If wax candles get dirty or appear yellow, rub them with a piece of flannel dipped in spirits of wine, which will restore them to their original colour.

If wax candles gutter, and run over the glass part of the lustres or ehandediers, on no aceount dip the part in hot water, or it will fly or break to pieces; but use warm water only, and a picee of flannel, and it will remove the wax without injuring the glass.

## MANAGEMENT OF GLASS.

We may suppose that glasses used in respectable families, are of the best description, and so consider them to be properly annealed. In this case, care, in not hastily putting too mueh hot water into the glass, will generally prevent its cracking. If, however, a set of glass should prove to be defective in this respect, they may be strengthened by the following plan:

Put the whole set of glasses carefully on a towel or cloth, upon the bottom of a large-sized saucepan: rather more than eover them with *cold* water, and stand it upon a slow fire, as you would soup to simmer. After it has boiled softly an hour or two, take it off the fire, and let the water get thoroughly eool

before the glasses are taken out. Then wipe them dry, and they will be much less liable to crack than before.

To clean glasses, have a wooden bowl, or tub, filled with clear, cold water; if they have been used for any sweet mixture, or for spirits and water, a glutinous stuff will stick to the sides, and warm water should be used; but the glass should be afterwards dipped in cold water, and turned over to drain about ten minutes. Have a linen cloth to wipe off the wet, and a wash-leather to finish with. By a little attention to this, and the two following rules, your glasses will always appear new, and retain that appearance for a greater length of time.

Keep your softest cloths for your smallest and thinnest glasses, and always finish with a clean dry wash-leather.

Never let your cloths be too wet: in that state they are apt to twist round the glass, and cause you to break it.

#### TO CLEAN DECANTERS.

Decanters require a very peculiar process to clean them in a proper manner; as it is not unusual for them to contract a stain from the wine which has stood some little time in them. Care is therefore necessary in cleaning them, as from their construction, they are easy to be broken.

Cut some thick brown paper into small pieces, so as to go with ease into the decanter, and put them, with a little pearl-ash, and some warm water, into the decanters. The water must not be hot, or it will split the glass.

By the aid of a piece of cane, with a bit of sponge tied at one end, you will, by working this mixture about in the decanter, soon remove the crust or stain of the wine, and by rinsing the glass once or twice

with clean cold water, it will, when dried, have a fine polish. Do not have the cane and sponge so large as to fit tight in the neck of the decanter.

Never use Bath-brick, or any other kind of dust, as they will surely scratch the glass, and no endeavours will remove the blemish.

When the decanters have been properly washed, turn them down in a rack to dry, or for want of a rack, into a jug, to drain, then dry them thoroughly; for if not used for some time, musty spots will be formed, and injure the flavour of whatever is put therein, and prevent the decanter having that clear, bright lustre, which clean glass should possess.

To prevent the stoppers sticking, which sometimes causes the breaking of the neck of the decanter, wrap a piece of thin paper round each stopper; this will keep away the dust, and prevent it sticking. If the stopper should at any time stick, breathe on it, or put one or two drops of sweet oil round the stopper, close to the mouth of the bottle, or just dip the neck of the decanter into warm (*not hot*) water, and it will soon loosen. Patience in this case must be exercised, for violence will do more harm than good.

#### GLASS JUGS.

If the articles be of richly-cut glass, as jugs usually are, clean them by rinsing first in warm and afterwards in cold water, and wipe them dry before they are put away.

If suffered to get very dusty, rub them all over with a sponge dipped in whiting; when dry, brush it off with a clean brush. Rinse them well afterwards, and dry as before recommended.

China or stone jugs, used for beer, water, or toast-and-water, may be cleaned and treated as glass jugs.

Mugs and jugs, and the like, whether of glass, china, or stone, should be turned down when out of use, to prevent dust settling in the inside.

Never let them stand with beer, water, or any thing of the kind in them; when done with, empty them, rinse, and turn them upside-down to drain; then wipe and put them away.

#### THE CRUET STAND.

As for the frame, the directions given for cleaning plate will be applicable; but the cruets must be looked to every day, wiped and dusted, the mustard-spoon, or any other used with the stand, being always in its proper glass, and clean. The mustard, vinegar, &c. should be put into the cruets in good time before wanted for the table, but not suffered to remain too long therein, or they will stain and discolour the cruet. The insides of the cruets will require a thorough washing about once a month, the same way as directed for decanters, taking care to clean the oil cruet last.

#### A CEMENT TO JOIN BROKEN GLASS.

Melt half an ounce of isinglass in a gill of spirits of wine in a loosely-corked vial, by putting the vial into a pipkin, well filled with sand. Place the pipkin near a gentle fire, and let it remain there for twenty-four hours, at least; be careful the mixture does not get too hot, for if it does, the spirit will waste. When the isinglass appears as a dark brown cloud at the bottom of the glass, add two table-spoonsful of warm water, and mix all together. This is now ready for use. When you have occasion to use it again, place the vial in warm water for a few minutes. The article to be joined, must be slightly warmed at the edges, and the mixture applied with a little brush; bind the parts together with a cord; and do not take off the binding for two or three days.

There is some danger in making this cement; we would therefore recommend our readers to purchase a little cake of what is called "iron glue," or "bank-note cement," which may be obtained at most chemists, to use for this purpose, in preference to making it for use.

#### PACKING-UP CHINA, GLASS, &c.

Packing-up china, or glass, when the family goes out of town, requires attention; for if not carefully done, it is more than probable that injury will be sustained. Have some soft straw, hay, or paper shavings to pack them in; and if they have to be sent a long distance, and are heavy, the packing stuff should be damp'd, to keep them from slipping about; of course, the heaviest and largest things should always be put undermost, in the box or hamper. Let there be plenty of straw, or whatever else you use, and pack the things pretty tight.

Never pack up glass or china which is of much consequence, till you have had an opportunity of seeing it done by some experienced person, particularly if it is to go a long distance. The expense will be but trifling to have a person who understands it; and the packages will be better secured from accident.

#### LOOKING-GLASSES, MIRRORS, LUSTRES, AND PICTURE-FRAMES.

Looking-glasses and mirrors, but particularly lustres and candlabras, are sometimes hung so high, or placed in such peculiar situations, as to be difficult to be got at. In such circumstances, it will be necessary to have a ladder, or pair of steps, to stand

upon; for you must never, under any circumstances, lean for support upon the article you are cleaning.

*To clean the glass.*—Take a piece of soft sponge, well cleansed from dirt and grit; dip it into water, squeeze it well out again, and then dip it into spirits of wine, rub this over the glass, and dust over it, very lightly, some powder-blue, which has been sifted through muslin: rub it lightly and quickly off again with a cloth; then, with a clean wash-leather, rub it well again; and finish by rubbing with a silk handkerchief.

In the above process, you must be particular not to touch the gilt frame, either with the sponge or anything damp or dusty, as the one will take off, and the other discolour, the gilding. And if the glass be very large, clean one part or side at a time; or the spirits of wine will dry before you have time to rub it off, and the glass will look smeary; therefore, only wet as much at once as you can rub off quickly; for the smoke of lamps or candles often leaves on the face of mirrors and chimney-glasses an oiliness, which is sometimes very difficult to remove. Plain water and sifted whiting, may be used instead of spirits of wine, and powder-blue.

#### TO RESTORE THE LUSTRE OF LOOKING-GLASSES.

To renew the lustre of looking-glasses, mirrors, &c. when tarnished, rub them over with a linen bag containing some powder-blue.

*To clean the frames.*—Rub the gilding with a little cotton wool; that is, raw cotton in the state of wool; do this lightly, and you may easily remove the dust or dirt without injuring; but never use a cloth, or the gilding may suffer. If the frames have been well varnished, rub them with a little water and a very soft piece of cloth to remove dirt or spots; but not unless the frames have been varnished. Frames not varnished must not have any kind of damp or

wet applied to them; but only rubbed with the soft cotton wool, or brushed with a leather brush. Upon the same principle, never use a cloth of any kind to unvarnished oil paintings, or to drawings, when you clean or dust them.

#### TO PRESERVE GILT FRAMES FROM FLIES, &c.

It is a practice in summer time, to cover-up glasses and picture-frames, to preserve them from flies and dust. To do this, so as not to injure the wall paper by the pins, put a small slip of paper between the wall and the frame; and to this pin the paper you cover them with, which will neither disfigure the wall nor tear the paper.

#### ANOTHER METHOD.

Boil three or four leeks in a pint of water, then with a gilding-brush dipped into the liquid, go over the frames, and the flies will not go near the articles so washed. It will not do the least injury to the frame.

#### TO CLEAN MARBLE CHIMNEY-PIECES; IF STAINED WITH SMOKE, OR VERY MUCH INJURED.

Mix up a sufficient quantity of strong ley of potash with quick lime, to the consistency of milk, and lay it on the article; let it remain on twenty-four hours; then clean it off with soap and water. This must be repeated, if necessary.

#### TO TAKE IRON STAINS OUT OF MARBLE.

Mix equal quantities of spirits of vitriol and lemon juice; shake it well; wet the spots, and in a few moments wash it off, and rub them with soft linen until they are gone.

### CLEANING FURNITURE.

Be assured, whatever you have heard on the con-



trary, that a good plain rubbing often applied, is the best way to give and preserve a fine polish to tables, and other articles of mahogany furniture; it not only looks well, but lasts a considerable time longer than any other plan. It is always handy, and should be applied at least daily, by the help of a piece of wash leather, and never with a brush.

If, however, you are desired to use other substitutes, the following directions will prove serviceable.

Mahogany, when new, and for some time afterwards, if properly attended to, is of a beautifully light colour; age, however, and more particularly oiling, destroy this fine appearance, and it then becomes dark, and nothing but fresh planing will make it appear light again. To preserve the light colour as long as possible, never use any oil or grease, nor paste of a dark colour; nor ever rub furniture with a brush, but with a cloth or leather that will not scratch.

When you use paste, have two pieces of soft woollen cloth, one for rubbing it on, and the other for rubbing it dry, and for polishing: have also an old linen cloth to finish with, which you should keep for this purpose only; and a piece of smooth, soft cork, to rub out stains with.

Dust the table or other article of furniture well, before you apply the paste; and if it be stained or dirtied with any thing, rub it with a damp sponge or cloth, and then with a dry cloth. If the stain does not disappear, rub it well with the cork, but always the way of the grain of the wood; if you rub it cross-grained, you will scratch it.

When you have cleaned off the dust and dirt and stains, put on the paste, but very sparingly, and but little at a time; rub it well into the wood, and then polish off with the other cloth, finishing with the

soft linen one. The edges, also, must be well cleaned; as nothing can be more offensive to company than to have their clothes soiled by sitting round a table; or to see it look dull and clouded, and observe the damp arise whenever a warm dish has been put upon it.

If much wax or paste has been applied to furniture, the dust will settle on it, and soon spoil the fine polish. To prevent such consequences, we recommend frequent rubbing without any other aid, the gloss thereby obtained having none of these inconveniences. As, however, the use of wax or paste will in some instances be continued, it will be useful to know how to remedy the evils which originate in a too frequent use of either; and this is best done by washing the furniture with warm, but *not hot* beer.

In such cases, wash the furniture all over with warm beer; then rub it as dry and as quickly as possible, and continue rubbing it till you observe a gloss appear all over it. This, after washing, will take time and trouble, but its result will be, a higher polish than before, and the article will look of a lighter and better colour.

But never use the beer very warm, nor leave it long on the wood.

#### FRENCH POLISHED FURNITURE.

The beautiful French polish, now brought to a state of perfection, not only looks the most handsome, but is most cleanly; and saves all rubbing or applying any kind of oil, or furniture-paste, which indeed would destroy its exquisite beauty, French-polished furniture only requiring to be daily dusted with an old silk handkerchief, or very fine soft cloth.

Sideboards and cellarets which are not French-polished, frequently have brass rods, or ornaments of brass about them, which must be occasionally cleaned.

This should be done before the mahogany is cleaned, and in doing it, care must be taken that you do not rub or soil the mahogany. If there be any fly spots on the brass, remove them by a piece of flannel and soap and water; then polish it with the leather you clean plate with, but do not rub the soapy flannel on the mahogany.

When you have done all the brass, be particular not to soil it again in cleaning the furniture. If the brass on the cellaret has the lacker worn off, it ought to be relackered.

When you clean the tables or chairs, remove them to a distance from the wall. This will prevent injuring the walls, or smearing other things. If, however, the side-board, or side-table be fixed to the wall, you must be careful, and by rolling up your woollen cloth, or whatever you rub it with, tight in your hand, in a small compass, you can avoid touching any thing but the article itself.

PASTE FOR MAHOGANY FURNITURE THAT IS NOT FRENCH  
POLISHED.

Scrape one ounce of bees'-wax fine, into a pot or jar, and cover it with one gill of turpentine, and a very small quantity of alkanet root; after it has stood a few days, and has been stirred well up four or five times, it will be fit for use.

TO TAKE INK-STAINS OUT OF FRENCH-POLISHED MAHOGANY.

Touch the part with a feather dipped in a little lemon-juice; rub it quickly, and if not removed, repeat the same.

OR,

In recent ink stains, put a little salt of lemons on the spot of ink; have ready a cloth just dipped in hot water, and rub the place on which you put the salt of lemons, which will, in general, remove the stains.

## THE WARDROBE AND DRESSING ROOM.

The care of a master's wardrobe, and setting out his dressing-room, form a particular share of a manservant's business; it will be well, therefore, that some directions should be given respecting the best modes of performing it.

### THE WARDROBE.

The principal things you require to enable you to perform properly the duties of the wardrobe are, a wooden horse, to brush the coats on; a small cane, or stick free from knots, to beat out dust; a board, or table, long enough to put any article of dress on the whole length, to brush; and two clothes-brushes, the one of hard close hair, for great coats and trowsers, when spotted with mud; the other of softer and finer hair for the finer cloth coats, trowsers, &c.

The finer cloth coats or trowsers should not be brushed with too hard a brush, as it soon takes off the nap, and causes them to look bare in a very little time; neither can you brush fine cloth as clean with a hard brush as you can with a middling soft one. Be careful not to strike the buttons, in beating the clothes, or you will break or bruise them.

If a coat be wet, and spotted with dust, let it get quite dry before you attempt to brush it; when dry, rub out the spots of dirt between your hands. If it wants dusting, do it with the cane. Then put the coat at its full length on the board, with the collar towards the left hand. With the brush in your right hand, brush the back of the collar first, between the two shoulders next, and then the sleeves; let the furthest lapel and arm be brushed first, and then the skirt, observing to brush the cloth the same way as

the nap goes, which is towards the skirt of the coat. When the one side is done, then do the other; when both are properly done, fold them together lengthways, then brush the inside, and last of all, the collar. When finished, put it in its proper place, at full length, if the wardrobe will admit it so.

Some wardrobes will not admit of the coats at full length; and as they are also to be occasionally packed up into a small compass for travelling, learn to fold them so that they may not be ruffled, for that soon causes the handsomest coat to look shabby. To avoid this, let the coat be placed open on the board, as before directed; let the collar be straight, then brush the back part of it first; then between the shoulders, and under parts of the arms and cuffs; then the tops. When done, let the sleeves be turned up toward the collar, so that the crease be just at the elbows; brush the lapel next, and turn it smoothly back on the arms and sleeve; then brush the skirt, and turn it over the lapel, so that the end of the skirt will reach the collar, and the crease or folding will be just where the skirts part, at the bottom of the waist. When you have done this side, do the other the same way; when both are done, turn the collar towards the right hand, and brush the inside, which will then be outside. When done, fold one skirt over the other, observing to let the fold be in the middle of the collar; brush the collar last, and keep it straight when brushing, particularly so when you fold the coat. By attending to this plan, coats may be packed into a narrow compass for travelling, without rumpling or creasing.

Waistcoats and small clothes are easily cleaned, and packed; but the less they are folded, and the smoother they are packed, the better. If there are separate drawers in the wardrobe, put each into its proper place as soon as brushed; and when once

shown how the wardrobe should be kept, always follow the the same plan, so that the gentleman may know where to find any and every thing when wanted, when you may not be in the way, at the time he wishes to change his dress.

#### TO REMOVE GREASE FROM CLOTH.

Coats sometimes get greased, and plainly show the marks of it. To remove it, take off the grease with your nail, or if you cannot take it clear off so, have a warm iron, with some thick brown paper; lay the paper on the greasy part, then put the iron, or the end of it, just upon the spot; if the grease come through the paper, put on another and another piece, till the grease no longer soils the paper. If you still think it is not all out, dip a little bit of cloth or flannel into spirits of turpentine, and rub the grease spot: this will take it out, if done while the part is warm. Be sure the iron is not scorching hot, or it will scorch the cloth; to try this, put the iron on a piece of paper: if it burn the paper, or discolour it in the least, it is too hot to be used for the cloth.

#### OF COLOURED CLOTH COATS, &c.

The preceding directions for removing grease, apply to all dark-coloured articles of clothing; those of light-coloured cloth require a different process, as the hot iron has a tendency to give a different shade to the cloth. For light-coloured cloth garments, use fuller's-earth, which should be first well dried, and then dissolved by pouring boiling water on it; if the cloth be of a very light colour, give the fuller's-earth the proper shade, by the addition of a little pipe-clay; if of a dark kind, add a little rotten-stone. Put it, when properly prepared, upon the cloth, and rub it into the place where the grease is; after which, hang it by to dry; or if in the winter, at a little distance from the fire. When perfectly dry, rub the stuff off, brush it well, fold it, and put it by.

If the grease be from a tallow or wax candle, scrape it off, before you apply the fuller's-earth; and if you have

changed the colour by the application of the hot iron, hang the garment up for a few hours, in a place where the air will blow upon it.

TO CLEAN WHITE AND LIGHT DRAB GREAT COATS.

*To clean them dry.*—Powdered pipe-clay four parts, whiting one part; mix together, and tie up in a piece of flannel, or white cloth. Well beat and brush the coat, then put some bran on it, and rub it well with the cloth which has the pipe-clay in it; this will soon clean it; the coat should be spread open on the table, previously to applying the pipe-clay. If the coat be trimmed with red, you will, of course, be careful not to touch that part with the mixture with which you clean the white.

*To clean the coat wet.*—Pound together three parts of pipe-clay, one of whiting, one part of fuller's-earth, and add a little stone-blue; mix them together in some small beer; lay the coat at full length on the board, dip the brush into the mixture, and brush it well into the cloth, the way the nap goes.

*Observe,*—If the cuffs, collar, or any part be red, do not touch them with the mixture, or it will take all the colour out; nor, for the same reason, must fuller's-earth be used for red cloth of any kind. If grease be in the cloth, it must be taken out by the hot iron, as just before directed, but it must be carefully done, for red is a colour so easily moved, as that almost any process will discharge it.

When the coat is completely dry, rub it well, to get out the whiting, and if it be very dusty, beat it, before brushing; fold it smooth and neat, and lay it in the wardrobe.

The wet mixture, if done carefully, will make white coats look well. Keep a ball of pipe-clay by you, to rub on when it gets a little dirty; then, by the help of a brush, you may improve their appearance in a few minutes.

## TO TAKE PAINT OUT OF CLOTH.

With a piece of flannel, or clean cloth, rub the place, while wet, with spirits of turpentine, and the paint will soon disappear. But if the paint gets dry, its removal will be attended with greater difficulty.

Lavender-water will take paint out of fine cloth and furs, if applied before the paint is dry, and will not change the colour; it will also remove it from silks.

There is an article called Smyth's drops, which is useful in removing grease and stains from all sorts of clothes and silks.

## GENERAL DIRECTIONS.

Always brush clothes, particularly coats, &c. as soon as you can, and never suffer them to lay about.

Clean plated or gilt buttons with a piece of soft leather; if much soiled, use a little plate-powder; but in so doing, that you may not touch the cloth, cut a slit in a card, just large enough to admit the button.

Clothes not in daily use, keep ready brushed, and neatly folded in the wardrobe, as they should always be fit for use.

If your hands get painted, rub them well with any kind of grease; it will then easily come off by washing in warm water.

## TO PRESERVE WOOLLEN CLOTH, SILKS, &amp;c. FROM THE MOTH.

Cedar-shavings, Russia-leather, lavender flowers, rose leaves, &c. are perfectly useless in keeping away the moths and worm from fur and cloth of any kind. Prevention is the only thing; for there is no cure. Hang the clothes, now and then, in a current of air, on a dry day; dust and



brush them, and put them by in clean dry places; damp and lying together, tend to breed the moth; which nothing but drying, airing, dusting, and brushing, will prevent; a few very dry lavender flowers will make furs and clothes smell pleasant, and do no harm.

#### PORTABLE BALLS TO TAKE OUT GREASE SPOTS.

Moisten some dry fuller's-earth with lime-juice, add a small quantity of pure pearlash well powdered, and work the whole into a thick paste. Roll this into small balls, each about the size of a marble, and dry them in the sun for use.

#### FRENCH METHOD OF TAKING SPOTS OF INK OUT OF LINEN.

Melt a piece of candle, and dip the spotted part of the linen two or three times into the melted tallow. It may then be washed, or sent to the laundress, and the spots will wash away.

#### HATS.

Hats may be kept in a good state by a little attention, as few things are more easily kept in order.

Have a soft hat brush, to smooth the fur without scratching; have also a screw hat-stiek, to keep the hat in shape. Put this stiek in the hat as soon as it comes off, if the hat has been wet; when dry, put it into the hat-box, as the air and dust soon turn hats brown.

When a hat is very wet, handle it lightly; wipe it gently and as dry as you can with a soft cloth; never use a brush while wet. When quite dry, use a soft brush. If, however, the fur should still stick, tap it very gently with the hair of the brush, which will generally raise the fur; if not, leave it, and the first time it is worn, it will become slack. Blotting paper put into the hat box, absorbs damp without injuring the nap.

Do not crack or break the felt of the hat, while it is wet, which is easily done, if you do not handle the hat very lightly.

#### GLOVES.

Gentlemen's gloves, if of doe or buck-skin, will wash and clean. Wash the gloves in soap and water till the dirt is out, then stretch them on wooden hands, or, for want of them, pull them out into proper shape. Never wring a glove, as that puts it out of shape, and causes it to shrink; but put them one upon another, and press the water out. Then rub a proper mixture upon every part of them, as for instance, if yellow, apply yellow ochre; if white, pipe-clay; if between the two, a portion of each together; if dark, rotten-stone and fuller's-earth. By a proper mixture, you may produce any shade you wish. Mix the colour up with a little water and vinegar, about half of each, and rub it all over the glove, particularly in between the fingers. When done, dry them gradually, not too near the fire, nor in too hot a sun, or they will shrink so as to be unfit to put on again. When about half dry, rub them well, and stretch them out, to make them pliable and soft; for if you let them get quite dry before you rub them, they will be harsh and stiff, and likely to tear in putting on. When you have well dried them, beat them with a small cane; when this is done, iron them with a warm iron, with a piece of paper over them, to keep them from getting soiled. If you iron them with care, they will look like new; but if the iron be too hot, it will spoil them, as leather soon scorches and shrinks up.

Berlin gloves are now much in request, and require but little care; when soiled, they are merely sent to the laundress, and they return as good as new.

## THE DRESSING ROOM.

In the most respectable families, it is the exclusive duty of one particular man-servant to wait on and attend the master of the house; in others, the same domestic has several of the male part of the family to look to. But in all these situations, the relative duties are nearly the same, and the same remarks will in most instances apply.

Some gentlemen dress often; and these are usually very particular in their ways, are generally best pleased when every thing they require is ready for immediate use, and always in its proper place; to such, a due care and attention are essentially necessary.

In the first place, then, take care that the room is cleared from all litters, and dusted in good time, and if the weather be cold enough, that a fire be lighted. See that the wash-hand stand is ready, with clean towels, clean water in the jug, and the clearest water you can procure for the water bottle. Then put the dressing case, with the razor-strop, on the dressing table, with a piece of neat clean paper, or a small piece of linen to wipe the razor on; together with the combs, brushes, and whatever else your master requires for dressing. Have also hot water ready for shaving, but keep that down stairs till wanted.

The dressing table being completely furnished, look to the clothes your master will have to put on, and get them all ready. Of course, you have taken care to have them all brushed and fit for use. First, having properly cleaned his boots or shoes, put them at a moderate distance before the fire; then having well aired his shirt, waistcoats, drawers, stockings, cravat, handkerchiefs, &c. put them ready for use; and, upon a square of brown-holland, lay his coat, waistcoat, and trowsers. Turn the cloth over them,

and this will keep them free from dust. But before you leave the dressing room, take a good look round, and see if all is as it should be; and, that nothing may be forgotten, call over to yourself the several articles necessary, and then you will run but little chance of neglecting any thing.

When your master has done dressing, and left his room, take an early opportunity of setting it to rights; fold his night clothes, and put them ready for the night again; then put every thing that has been used, in its proper place, that they may be ready when wanted; wipe the razor carefully dry, before you put it away, or it will rust, and be for ever spoiled; put by the brushes, and every now and then wash them with a little soap and warm water, for they should never be suffered to get dirty; when you do this, wipe them dry, and lay them a distance from the fire, hair downwards, and when quite dry, restore them to their proper places. Hang the towels to dry, or, if necessary, change them for clean ones; wipe out the hand-basin dry, fill the jug and bottle with clean water, and put a clean towel over them. Once a week, at least, wash out the water-jug and water-bottle.

It may occasionally happen that your master may come home suddenly, and sometimes wet; on these occasions, be quick in getting ready the things he will require, particularly for changing his wet dress. Let his clean things be well aired, and the wet ones be taken away to dry; be careful not to put them so near the fire as to scorch them. If the coat be new, or nearly so, with a sponge, a silk handkerchief, or soft brush, wipe the wet down the way of the nap; it will then be smooth when dried, and not appear spotted. Do not put wet boots or shoes very near the fire, they must dry gradually, or they will become misshapen, harsh, and liable to crack. The hat, you

must manage as you have been previously directed to do. As soon as all the things are dry, brush and clean them, and then fold and put them away, ready for use when again wanted.

It may fall to your duty, if your master be a single gentleman, to look after his linen, and send it to wash. If this should be the case, be careful to set every article down; have a small book for that purpose; and when they are returned, look them over, and be satisfied that all is correct; if not, have the error rectified at once; on no account suffer the person to go before you have done this, for doing it in her presence, you will not only leave her without excuse or evasion, but you will convince her that she must be careful, and thus you will prevent mistakes. This care is always necessary; but when travelling, becomes doubly essential, as you will then have but little opportunity of running after persons to correct any error, however vexing or important it may be.

When brought home from the laundress, have the linen all well aired, before it is put away, and whenever you find any thing displaced, put it again in order; and be particular never to suffer any thing that wants mending, to be put away, as if for use, for nothing is more annoying to a gentleman, than to have put out for use any article of linen that is torn or disfigured in any way.

## THE TABLE.

We now turn our attention to the table, to show the young footman how to set out breakfast, luncheon, dinner, and supper. And, first, of

### THE BREAKFAST.

Having all things clean and ready for use, proceed to get the table in order for breakfast. Put the table-cover on the table, then the linen cloth on that. If tea be intended for breakfast, put on as many tea-cups and saucers as there are persons; or if coffee be ordered, lay coffee-cups to the like number. Have also a cream-jug, tea or coffee-pot, slop-basin, sugar-dish, and tongs, and a tea-spoon for each cup; spoons will also be wanted for the egg-cups, if used; and a butter knife for the butter.

Set a plate, and small knife and fork, where each person is to sit; put the cups and saucers handy for the person who makes tea, or serves the coffee; let the cream-jug, slop-basin, sugar-dish, and tea or coffee-pot, be placed just behind the cups and saucers, the cream-jug being put to the right-hand, the slop-basin to the left, and the tea-pot between the two; the tea-caddy is to be placed near to the person making the tea. Let the bread, butter, meat, and other eatables, be all conveniently arranged. Take care the salt is on the table, and, if wanted, the cruet-stand also. Cresses and sometimes radishes are placed upon the breakfast table, as are also boiled eggs.

Having completed these necessary arrangements, put the chairs in order round the table; and, if the weather be cold, have the fire made up; and be sure that every thing is in its proper place.

You will, of course, have had the water boiling, and ready for the urn. Now, then, having made the urn-iron quite hot, put the water into the urn before you put the iron in; and take care it is nearly full, or the heat of the iron will spoil it. Be sure the round rim is put on before you put in the hot iron, and do not pour any water into the place where the iron goes, or the steam may fly up in your face, and injure your sight, when the iron is put in. All being ready, take up the urn, and place it on the urn-rug, just behind the tea-pot, on the table, sufficiently near that the person who makes the tea, can turn the water into the tea-pot, without getting up to do it.

If coffee be desired, you need not take up the urn, but should take up the coffee ready made; of course, you will take care to make it so that you can fill the coffee-pot as fast as fresh coffee is rung for. The following is an excellent receipt—

#### TO MAKE COFFEE.

To four ounces of the best coffee, fresh ground, put eight coffee-cups of warm water, let it nearly boil, pour out a cupful two or three times, and return it again; then put two or three isinglass chips, or a few hartshorn shavings into it, and pour one large spoonful of boiling water on it; let the pot stand by the fire ten minutes, for the coffee to settle. It will then be clear and bright. Serve hot milk or cream with it, and pounded sugar-candy, or fine Lisbon sugar.

#### ANOTHER METHOD, WITH THE FRENCH COFFEE-POT.

Take two ounces of fresh ground coffee, put it into a percolater, pour on boiling water until you see the coffee near to the top, let it stand on the hob to keep hot, then when you think it has run through, fill it up again, and so on until you have made about five cups of coffee. If you do not wish to make so much, of course, you must put coffee in proportion.

When you make coffee in a percolater, first put in the two ounces of fresh ground coffee into the upper part of the percolater, and slightly pat it down with the piece of tin with holes in it, which has the handle to it; leave it in, and put through the handle the other strainer; and upon that pour the boiling water, till you see the coffee rise to the top; let it stand a little time till it sinks, and then pour in as much more boiling water as will make it a little more than a pint. You must now put on the cover, and let the percolater stand on the hob until the water has filtered through the coffee, when it is ready for use.

#### TO MAKE TOAST, PLAIN OR BUTTERED.

*For buttered toast*, to be made as it should be,—have a good clear fire; toast it as quickly as possible, that it may be light; and butter it the instant it leaves the fire, to eat short and pleasant; if suffered to remain a minute after leaving the fire before buttering, it will become leathery.

*For dried toast*.—If required thin and crisp, make it some time before it is wanted, and place it before the fire in the toast-rack. But if thick toast be preferred, not too dry, do it quickly, and not till wanted.

When you take any thing into the breakfast-parlour, always carry it on a waiter, and never in your hands. When you take away, first remove the urn, then have a tray to put the other things on.

After having removed all the tea-things, and put away the dishes and meat, take the linen cloth off the table, but do not roll it up like a pocket-handkerchief, and then put it under your arm, as this will rumple it; but, expanding your arms wide, take hold of the ends of the cloth, and turn it over smoothly; then put it under your arm, without rumpling it. Put the linen cloth into the press, and the green cloth into the drawer, to keep them from dust. Then wash up the breakfast things in a tub or bowl of hot water, thus,—rinse every article through one hot water, and lay them in the tea-board to drain; then rinse them



again in another pan of clean hot water, and wipe them dry. Let the tea-spoons be washed first, the cups and saucers next, then the plates, and afterwards the silver forks. When you empty the tea-pot, rinse out the tea-leaves, and wipe the pot quite dry; when done, put all the things away in their proper places.

#### MANAGEMENT OF THE TABLE LINEN.

In most families, the table-linen is put on the table more than once before being sent to the wash; but still there are usually different cloths for breakfast, dinner, luncheon, and supper, as well as others for tray-cloths. To keep these in order, put the breakfast cloth into the press over night, ready for next morning; when this is taken out, let the luncheon one be put in; and the dinner one next, and so on; you will then always have your cloths come in right order, and fit for use. Sprinkle a little clean water very slightly over the cloth with your hands, but do not make it too damp, or it will take off all the gloss.

If you happen to forget to put the cloth into the press in proper time, and have but little time to let it stand in there, sprinkle it with warm water, put it in the press, and press it down tight; it will then smooth in a short time.

#### THE LUNCHEON.

It is a practice, in some families, where there are many young children, for the children to have their dinner at the time their parents dine, or the elder part of the family take their luncheon; in which case, the cloth is put on the table. If any kind of meat is brought up, place salt, the cruet-stand, some dessert-knives, and a few large ones, in their proper places, with small knives and forks to eat with; have spring

water, or toast-and-water, with rummer glasses, and one wine-glass for each person; then set the chairs ready, and make the table look neat; if pies or puddings be set, place a dessert-spoon to each person. The small elieese-plates are always used at luncheon.

If you serve the luncheon up on a tray which opens and shuts with small hinges or springs, do not overload it at any time, or it may fly open, and the things fall off and break. Lay a cloth over the tray, and put the things on it as you would on the table; when full, turn up the ends of the cloth smoothly over the provisions, then fasten up the sides of the tray, and carry it up. When placed on the table on which it is to stand, put down the sides of the tray, and adjust the several things in the most convenient manner.

Never push the tray along the face of the table, lest the head of a nail or screw in any part of the tray should scratch the table and spoil it.

Most trays of this sort have a green cloth glued under them; should this become loose, make some strong paste, or buy a pennyworth at a grinder's shop, of such as shoemaker's use, and fasten it on again.

Some families have nothing for lunch but bread or biscuits, and a glass of wine; for this purpose, a small tray will do, with a napkin on it.

It is very seldom that the servant is required to wait in the room at lunch, unless the younger branches of the family dine at that hour; but be sure to place a sufficiency of things for use.

When all these things are done with, take them down, and put them in their proper places: fold the cloth carefully up, and if any article of plate has been used, carefully wipe it clean, and put it away at once; if you cannot do it directly, put it into a cloth,

and lock it up; never leave it lying about, for as you do not know who may come to the house on business, the only way to be safe is to secure it at once. Wash up the glasses, wipe the knives, and every thing that has been used, that all may be clean and ready against dinner time.

In ascending or descending the stairs, be careful not to injure the walls or paper, with the corners of the tray; take care of your footsteps, or you may slip, and not only fall yourself, but break every thing you have in your hands: and this leads me to a caution which cannot be too strongly noticed, which is, never to set any thing on the stairs, not even for a moment, as fatal accidents have arisen from inattention in this respect.

#### THE DINNER.

To set out a dinner-table for a party, and properly superintend the necessary arrangement, is an indispensable acquirement, and one that is not difficult to learn. If a lad really wishes to know how to set out a table to advantage, and will but make a practice of observing in what manner dinner-tables are generally set out, he will soon learn all that is necessary, and find his endeavours successful.

To make this part of our work useful, we shall give instructions for two kinds of dinner-parties;—first, for six and ten persons, both of which we shall consider as the family parties; and secondly, of eighteen, which we shall term the dinner party. These examples will be sufficient to show what should be done in other situations, and for other numbers; for he who once learns how to conduct a dinner-party of eighteen, will feel but little difficulty in arranging for a much greater number.

## FAMILY DINNER FOR SIX OR TEN PERSONS.

In the first place, ascertain from the cook what is ordered for dinner; then write out a bill of fare, in which state, for your own information, all the dishes, whether of soup, fish, flesh, or fowl, as well as of vegetables, sauces, &c. add to these the pastry, confectionary, salads, cheese, &c. and the dessert, if it is to follow; and you will then be at no loss in laying out your table, or placing the dishes thereon, but without which you may make sad confusion.

## LAYING THE CLOTH.

Having placed the table in its proper situation, dust it, and put on the woollen cloth; then unfold your linen cloth, and observing which is the right side, and keeping the middle of the cloth to the middle of the table, lay the bottom of the cloth to the bottom of the table; the pattern, or family crest, or whatever designs may be woven on the cloth, will then, as it always should do, go up the table. Then put the mats upon which the dishes are to stand, in the same even position as the dishes themselves are intended to be placed; and if there are napkins, fold them neatly, and put them, together with a piece of bread, one for each person. Then place the knives and forks at convenient distances from each other, one at the bottom, one at the top, and two at each side, unless the peculiar form of the room, or the situation of the fire-place, prevent it; put the knife to the right, and the fork to the left hand of each person; and set the carving-knives and forks, one pair at the top, and the other pair at the bottom of the table, placed outside the others, but the same way in length. If fish be intended to come to table, place two knives and two forks to each person. When this is done, set the plate on the table.

*Plate.*—In laying the plate on the table, place a silver table-spoon on each side of the salt-cellars; let the one nearest to the carving-knife be put with the handle towards it, and the other the contrary way; let a gravy-spoon be put beside each carving-knife, and laid the same way; if fish or soup form part of the dinner, put the fish-knife, or soup-ladle, at the top of the table, with the handle near the end of the carving-knife, crosswise; but if there be both fish and soup, put the fish-knife at the top of the table, and the soup-ladle at the bottom. If soup, set a table-spoon for each person; and if fish, also, a silver fork to each person, by the side of their knife.

*Glasses, &c.*—The carafes, or water-bottles, and glasses, should now be put on the table. Set a wine-glass to the right-hand of each person, and put the wine-decanter, one at each of the four corners of the table; but if there be but two decanters, place one at the right hand of the person at the top, and the other at the right hand of the person at the bottom of the table. Two water-glasses should be set in the centre of each of the sides, a little to the right hand of the two persons seated there, but so placed as not to be in the way of the dishes, in taking off and putting on, nor yet too near the edge of the table, lest they be knocked off too easily; and put one or two small rummer glasses over each water bottle.

*Sideboard.*—The glasses intended to go on with the wine and dessert, must be kept on the sideboard till wanted; as also the blue hock, and tinted claret glasses, if either of these wines be used; and small liqueur glasses, if liquors are provided. If bottled ale or cider be drunk, have proper glasses for them. Above all, take care that you have, either on the table or on the sideboard, a sufficiency of glasses, as it would be considered very improper for two persons

to drink out of one glass, or be obliged to use the same glass for more than one purpose. Have on the sideboard, the cut-glass water-jugs, the sugar-basin, a few silver spoons, and whatever else of the kind you want for the wine or dessert.

The sideboard looks tasteful, when the glasses are arranged to form a half-circle; in forming which, let the highest glasses be put the furthest off, and the smaller ones in an inner circle; place them two and two, that is, one large and one small, that you may have them handy to put on the table when wanted. In the space between the glasses, place the glass water-jugs, the cruet-stand, the sugar-glass for the dessert, the decanter-stands, with the decanters of wine intended for dessert, and the small hand-waiters; place the water-jug, sugar-basin, and cruet-stand down on each of them, with the waiters near the edge, in front of the board, as they will be most often wanted; if any space be left, ornament it with a few spoons, as silver sets off glass, and makes the sideboard look well. Let the wine-glasses be to the left-hand, and the ale or beer glasses to the right of the front of the sideboard.

Great part of the year, the family will necessarily dine by candle-light; the candles are generally put in the centre of the table; or if there be two branches, the salad is usually put in the middle, and the two branches put between that and the top and bottom dishes.

Now get ready the plates; consider how many different joints and dishes there are; if there are several kinds, comprising one or two removes, have four large plates, with two pie, and one cheese-plate for each person; and, in this case, have also at hand, two more changes of knives and forks, besides the two set.

Always contrive to set the beer, spring-water, toast-and-water, or other things of the kind, on a tray or cellaret; or else have a knife-cloth to put underneath the side-board, to put them on, that you may not wet the room; place them as near the glasses as you can, and also the plate-basket in which to put the dirty plates, with trays to put the soiled knives, forks, and spoons in; put these in the most convenient place. There should be a separate tray for each, or one with partitions in it, as you must always put the silver forks and spoons by themselves. Have also a small tray, with a clean knife-cloth in it, to remove the carving-knives and forks from the dishes before you take them off the table.

*Side-table.*—Upon this table, as upon the side-board, arrange every thing to appear ornamental, but still with a view to have them all handy. On here, place the cold plates, as well as those for the cheese and dessert, together with the salad, vegetables, and cold meats; the steel knives and forks, and the silver forks; put the d'oyleys into the dessert plates, with a proper dessert-knife, fork, and spoon to each. If finger-glasses go on when the cloth is removed, put one to each plate, and let the knife be on the right side, and the spoon and fork on the left of the person before whom you set it. Should both steel and silver dessert-knives be used, place one of each with the plate.

It is too often the case, where there are plenty of things both for use and ornament, that the side-board and side-table, from carelessness, become a scene of the greatest confusion. The situation of the side-table must depend on the form and size of the room; if it be long and narrow, the side-board looks best placed at one end, and the side-table at the other; but in rooms of other dimensions, the preferable situation is near the door. The cheese and salad

should be prepared ready, but not brought into the room till wanted.

#### THE DINNER.

The previous arrangement being complete, the bread cut and put round, the plates and dish-warmers placed, and the dinner ready to serve up, take your tray to the kitchen to put your dishes on. You, of course, will have taken care to light-up the stair-cases and passages through which either yourself or others will have to pass with the trays, which will prevent injuring the wall, or breaking any of the dishes. First see to the plates; when they are quite hot, carefully carry them up stairs, and do not let them fall out of the plate warmer.

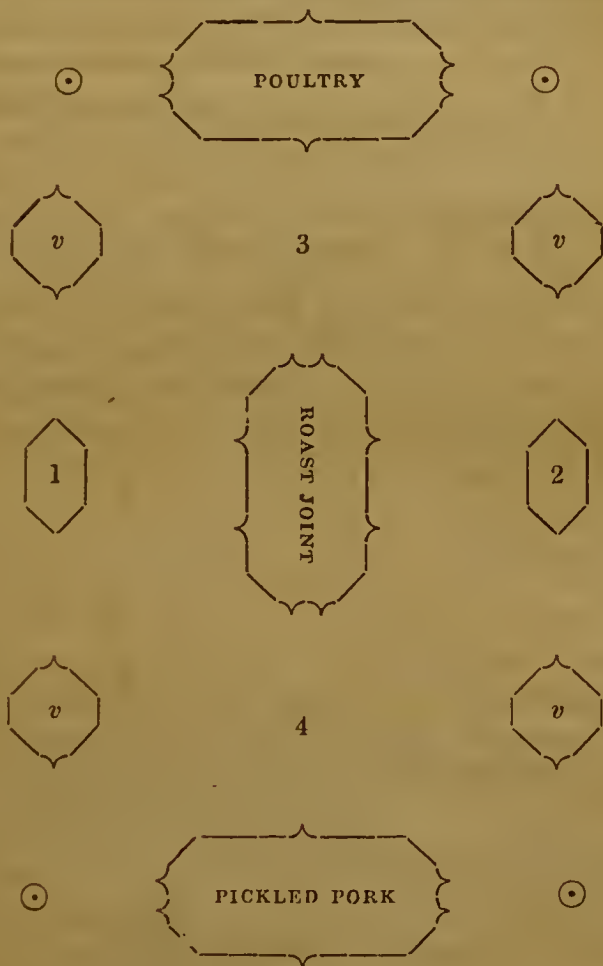
Do not crowd too many plates on one another, as they are apt to break; nor overload your tray with dishes, but rather go twice than run a risk of upsetting them. Now refer to your bill of fare, and see the number of dishes to be brought to table; you will then be enabled to place them in proper order as you bring them up, and save time and trouble. In carrying up, and putting on table, get assistance, and be as quick as possible, that the dinner may not be the least cold before the company sit down.

The following examples will show how the dishes should be placed on the table, and the number of persons each example is calculated for.



I.—FAMILY DINNER FOR SIX OR EIGHT PERSONS,  
 OR, WITH REMOVES, ADAPTED FOR  
 A DINNER PARTY OF EIGHT OR TEN PERSONS.

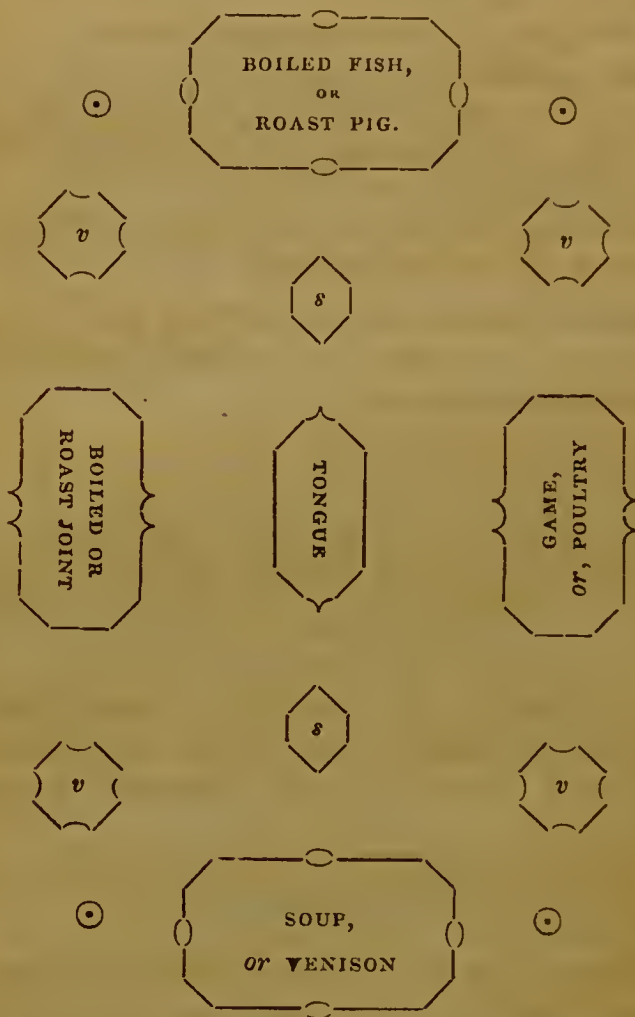
THREE PRINCIPAL DISHES.



v v VEGETABLES, 1 2 SAUCES.—IN A DINNER PARTY, TWO SIDE DISHES (ENTREES) WOULD OCCUPY THE PLACES 1 2, AND THE SAUCES BE PLACED ABOVE AND BELOW THE PRINCIPAL CENTRE DISH, 3 4.

II.—FAMILY DINNER FOR TEN PERSONS,  
OR, WITH REMOVES, ADAPTED FOR A  
DINNER PARTY OF TWELVE OR FOURTEEN PERSONS.

FIVE PRINCIPAL DISHES.



v v Vegetables. s Sauce.—In a Dinner Party, four corner Dishes (Entrees) would occupy the places of the Vegetables, and two side Dishes of fried Fish, be placed prior to, and removed for, the two large side Dishes.

The first course being always put on the table before the company come into the room, it will be very easy to arrange it properly, which you may easily do by casting your eye up and down the table. The first course will be a guide for the after courses.

Some persons have peculiar ways of carving particular joints. Should you be aware of such, attend to it; if not, be directed by general practice. Observe, therefore, the following directions in placing the dishes on the table.

*Fish, hares, rabbits, and roasting-pigs.*—Place the head to the left-hand of the carver.

*Edge-bone of beef.*—The silver skewer usually put in it, should be to the left-hand.

*Quarter of lamb.*—Put the thin part from the corner towards the centre of the table, with the neck end towards the left-hand.

*Legs or shoulders of mutton, and haunch of venison.*—Put the shanks towards the left-hand.

*Hams.*—Place the same way; but as there are many ways of carving a ham, ascertain how the carver wishes this joint to be placed.

*Turkeys, geese, ducks, fowls, or game.*—Are most handy to carve, if put with the heads towards the right-hand; but some carvers prefer the head of the turkey, goose, or duck, to the left-hand, on account of easier getting to the stuffing.

*Sirloin of beef.*—Let the thick bony end be to the left-hand.

*Saddle or chine of mutton.*—Place the rump end towards the left-hand.

In many dishes, there is a sunken well for the gravy to run into; always place this end of the dish towards the right-hand of the carver.

The dinner being now on the table, and the hot plates put before the carver, look round to see that all is rightly placed. If soup is on, put the soup plates all at the bottom of the table, a little to the left-hand of the person who helps it, and close to the tureen; which will be more convenient than putting the soup plates in front. When it is ready, announce dinner. Respectfully entering the room, approach toward your master or mistress, and say in a distinct voice, "The dinner is served, sir." When you are satisfied that they have noticed the announcement, go and open the dining-room door; stand by it, and hold it back till the party have all entered. Then shut it. As soon as all are seated, if there be soup, take the cover off; or if fish, remove the cover from that and the sauce only, letting the covers remain on the joints, until the soup or fish be removed, unless otherwise directed.

As to yourself, be neatly dressed, with light clean shoes that make no noise, your hands well washed, and your finger nails moderately short and clean. Take your standing at the bottom of the table, to the left-hand of the person there seated: where you will have a complete view of the table, and instantly see when the plates want changing.

When you hold a plate to the carver, let it be in your left hand; and in handing the plate to the person whom it is for, put it down before him on the left hand.

In some instances, after taking the plate from the carver, you will have to take it to one who sits at the table for something that he has before him; as, for instance, if veal, or boiled fowl, for a slice of ham or salt pork; or for vegetables. In this case, take it in your left hand, to the left side of the lady or gentleman, (never to the right,) and having obtained what you asked for, take it to the person for whom it

is intended. In like manner, in handing the vegetables and sauce boat about, always take them to the left side of the person with your left hand; put a large spoon in the vegetable dish, when you hand it; generally speaking, it is more convenient to hand the vegetable-dish endways, the spoon should be put in accordingly. The sauce boats may be handed about in the same manner, with the proper sauce spoons in them.

In removing covers either from the joints or vegetable-dishes, quickly turn them up, or the steam will drop on the cloth, and soil it.

When beer, water, or the like, is called for, take hold of the glass with the left hand, the foot of it being between your finger and thumb, and supported by the fingers underneath. Put the glasses, when about two-thirds or three-fourths filled, on a waiter, and carrying them in your left hand, to the left side of the person to whom you are about to hand it. Take the glasses, when done with, to the side-board; but be sure to place them so as to know them again, should they be again asked for; but if a different kind of liquor be wanted by the same person, a clean glass must, of course, be taken; of this you must be very particular.

The first dish, whether fish, or soup, being by this time done with, remove it, and uncover the joints. If the covers are not of silver, nor have silver edges, you may put them together, and thus take them out of the room at once. Place the proper number of warm plates to the carver. When you have handed the meat, be quick in handing round the vegetables and the sauce-boats. Do not wait to be asked for any thing that may be wanted, particularly bread, beer, water, or the like; and while really making the best use of your eyes and ears, appear deaf to the conversation of the company, but ready and attentive to all their wants.

## THE FIRST COURSE REMOVED.

As soon as you receive instructions that the first course is done with, have a small knife-tray, with a partition, and a clean knife-cloth in it, and take away the carving-knives and forks, and spoons, which have been used, from all the dishes, before you remove the joints. Begin at the bottom of the table, and take the knives, &c. from the left hand of the dish, and go regularly round, removing from off the sides, as you go up and down the table; then, when you come to the bottom, where you begin, put down the tray, and begin removing the dishes from off the table, in the same way that you did the knives, forks, &c remove the bottom dish first, then the side, the top, and the other sides.

In taking off and putting on, lose no time, nor be running backward and forward any more than you can help. Take your dishes off, and put the others on, in a cool, careful, and systematic manner, having for your guide, as previously directed, the bill of fare, either in the tray, or on your side-board. Be quick, but quiet, in your movements. As you take off the dishes, put them on a large tray, and if there is no one to take them out of the room for you, do it at once yourself. Empty your tray as quickly as possible, but without hurry; and in the same deliberate manner, put the second course on it.

If you pay attention to the manner in which you set the dishes on the tray, you can place them as they should stand on the table. Begin to put them on in the same order you took the others off; the bottom dish first, then the left side, the top, and right side; be very particular to have them in a proper line with each other, and at equal distances from the sides and ends of the table. When you have put them all on, take off the covers, and be ready to

wait on the company. Of course, you will have set clean knives and forks for each person, with a silver dessert-spoon and silver fork for the pies and pastry.

In the intermediate moments which you will have while the company are partaking of the second course, get the cheese-plates, &c. ready; and as you change their plates, place before each a cheese-plate, a small knife, and if salad, a small fork. Have your cheese, butter, &c. all ready; and as you take off the second course, which you will carefully do in the same manner as previously directed, put them on. If there be two sorts of cheese, and a salad, and butter, put the cheese top and bottom, the butter in the middle, with a sprig or two of double parsley on the plate, and the salad on each side. The cheese-knife and butter-knife should be laid to their several dishes, and a spoon and salad fork and spoon with the salad.

During the time that the company are taking the cheese, remove from the table all the knives, forks, spoons, plates, &c. not in use, and put the wine glasses on a small tray, ready for the dessert. Wine is seldom taken with cheese; porter or ale being then more generally asked for; you may, therefore, remove the wine-glasses with the rest.

When the cheese is done with, which, if you are attentive to the table, you will soon perceive, remove it from the table; then take off all the things from the cloth, and with a crumb brush, or a cloth, remove the crumbs. As soon as all are removed, put round the finger-glasses, if they are used in the family, one to each person; and while they are being used, get ready your dessert; and take out of the room as much of the remains of the dinner as your spare moments will allow. The finger-glasses being done with, remove them; and then take off the cloth, with the baize also; do not huddle them up together, but fold them over and over, so that you may not tumble

and crease them more than you can help; take them at once out of the room, and they will be out of your way. Then with a cloth, give the table a good wiping, particularly where the warmth of the dishes may have caused a little damp; but do not occupy so much time about it as to tire the patience of the company.

#### THE DESSERT.

The cloth being removed, and the table wiped clean, put on the dessert; the arrangement of this should be similar to that of the preceding courses; but as the dessert-dishes are smaller than those used for the dinner, and consist of a greater number, they may be placed more in the middle of the table, and nearer together. The top, middle, and bottom dishes should be the first placed on, and then the side and corner dishes. Between the top and bottom dishes, and middle one in the same line, place the sugar-basin and water-jug, and between the two side-dishes and the middle, put the cut-glass rummers, two on each side. The wine decanters are placed at the bottom of the table, if there are but two; but if four kinds of wine, or four decanters, two at each end, top and bottom.

As soon as you have laid on the dessert, something in this manner, place a d'oyley and two wine-glasses to each person at table; and, if you have not already done it, place a silver spoon to each dish and plate, whether of fruit or confectionary; and if there be a cake, let a knife be put with it; then put on the dessert-plates, and look carefully over the table, to see that nothing is wanting; if there should be, place it on immediately, and having given a touch at the side-board to put it in order, leave the room, taking with you whatever may remain from the dinner; for



the sooner you do so after laying on the dessert, the better; to linger in the dining-room any longer than you can possibly help, when the wine and dessert are on table, is considered both unnecessary and disrespectful.

The plan in page 71, will be some guide for the laying out a dessert for a family or dinner party.

As soon as you have removed all the things which have been required for dinner, direct your attention to having boiling water ready for the tea and coffee; have the iron heater put in the fire for the urns, and take care that all likely to be wanted for tea is in readiness; then put all the things cleared from dinner, into their proper places; wipe the steel knives, wash and wipe the plate quite dry, and wash the glasses; you will thus make room for the glasses you will have to clean when the dessert things are removed, and for the tea-things when done with. Indeed, as a rule, always keep the kitchen and pantry as clear as you can, that you may have room to put things out of your hand, without fear of breaking, or confusion.

#### THE TEA-TABLE.

In small, or family parties, it is the general practice for the mistress of the house to make tea in the dining-room; as soon, therefore, as you think it necessary, put the tea-cups and saucers on the tray, one for each person, with a tea-spoon to each; if coffee be ordered, a coffee-cup and saucer for each; place the cups and saucers so as to face the person who makes tea, with the tea-pot, cream-jug, and slop-basin behind them. The tea-caddy should also be conveniently placed.

If you are desired to hand the tea about, you must

have a small hand-tray for the purpose; in this part of your duty, nothing more is required than care and attention: it will therefore be your own fault if you do not creditably acquit yourself in this respect.

#### FRIENDLY DINNER PARTY OF SIXTEEN OR EIGHTEEN.

In our previous remarks relative to a dinner party for six or eight persons, we have proceeded upon the supposition that one waiter at table was sufficient. But in a party of fourteen, more should be employed, or there will be but little chance of all being properly attended to. To prevent confusion, however, they must all be under the direction and superintendence of one, whom we will suppose to be the family footman, and to whom, therefore, our general remarks will be addressed.

In the first place, then, proceed as before directed, and having ascertained from the cook what is ordered for dinner, make out your bill of fare, and having so done, proceed to lay the cloth.

In arranging the table, place it so as to have a free passage around it, or you will find it very awkward. Having done so, put on the baize cover, and then the cloth, being particular to lay it on the table according to the directions in page 52. For a party of fourteen, you will require eight salt-cellars, and eight water-bottles. If the table be large enough, there should be, for a party of this number, a silver *epergne* for the centre of the table; on each side of which, lengthwise, a silver branch candlestick should be placed, with wax candles ready prepared for lighting. The plate may now be put on the table, and afterwards the wine coolers, glass and knives and forks placed as shown in the frontispiece, plate 1, which see.

The disposition and setting out of the side-board,

and side-tables, are necessarily similar to those given in page 54, except that a greater quantity of plate, glass, and other articles being now required, a greater care and judgment should be exercised in their disposal, effect being even more necessary for a select or friendly party, than in a domestic or family party.

All prior arrangements being now made, the table completely in order, and the dinner nearly ready to serve up, look round to see that every thing is as it should be, and give such directions to your fellow servants, or assistants, as may be essential; for unless they know well what is to be their respective duty before the company assembles, it will be impossible for them to be effectively useful afterwards, and you will have nothing but confusion.

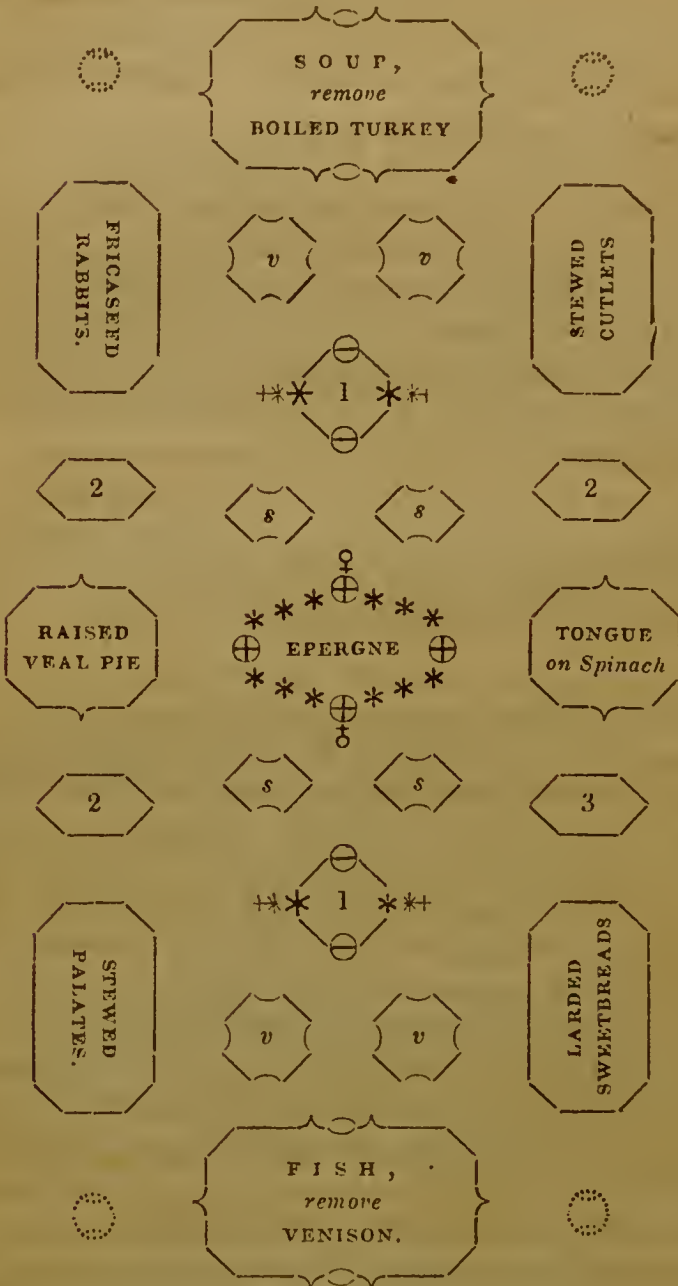
The manner of placing the dishes, is shown in the frontispiece, plate 1, which see. The manner in which the several joints should be placed, in order to their being more easily carved, is shown in page 59.

The first course being on the table, and those who are to assist in waiting, at their respective posts, namely, one to the left-hand of each of the carvers, top and bottom of the table, (reserving the side-board for yourself,) proceed to the room in which your master and mistress are with the company ready for your summoning them to the dinner-table; and respectfully announce that the dinner is on table. Then, as soon as you are satisfied that the announcement is noticed, leave the room. Then proceed to the dining-room, the door of which should be held open while the company are entering, and closed the moment they are all in.

Two waiters should be posted at two places, top and bottom of the table, and we would particularly advise that each one should only have to attend to

DINNER PARTY OF SIXTEEN OR EIGHTEEN.

(FIRST COURSE.)



v v *Vege'ables.* s s *Sauces.* 2 2 2 *fried Fish.* 3 *stewed Ecls.*

## DINNER PARTY OF SIXTEEN OR EIGHTEEN.

## (SECOND COURSE.)

## TOP DISH.

Remove TURKEY, put on PARTRIDGES, remove for RICH PUDDING.

## BOTTOM DISH.

Remove VENISON, put on HARE, remove for FONDU.

## SIDE DISHES.

Remove FRICASEED RABBITS, put on ALMOND PASTRY.

Remove VEAL PIE, put on OMELET.

Remove STEWED PALATES, put on RED JELLY.

Remove STEWED CUTLETS, put on ITALIAN CREAM.

Remove TONGUE ON SPINACH, put on STEWED MUSHROOMS.

Remove SWEETBREADS, put on FANCY TARTLETS.

## SMALL SIDE DISHES.

Remove 2, 2, 2, 3, put on JELLIES and CUSTARDS.

Remove VEGETABLE DISHES, altogether.

Put on SWEET SAUCE and WINE SAUCE, as required.

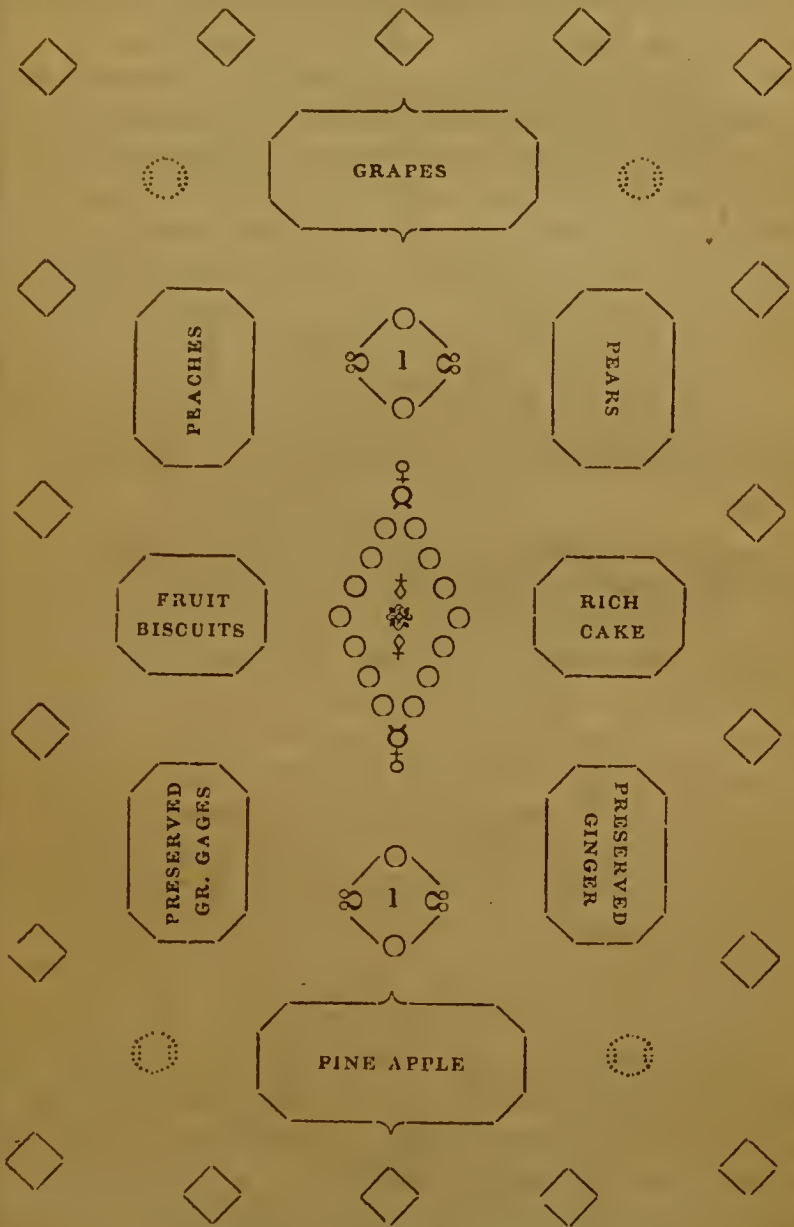
his respective part of the table; yet it must not be understood that they are positively forbidden to assist when and where they can; for instance, it would appear exceedingly wrong for either yourself or them to hear any lady or gentleman at table ask a second time for any thing wanted, if the waiter whose particular duty it was to wait on that part of the table, was busy at the moment, and could not attend; it is only to be taken, that each waiter will, as far as possible, keep to his own duty, and not run round the table, create confusion, and be in each other's way.

It is, however, in fashionable dinner-parties, occasionally the practice for one or more of the party to bring their own servant to wait on them; where this is the case, it will be best that you should post each servant immediately behind his own master or mistress, but a little to their left hand, and let him understand that it will be his duty to wait only on him, but not in so doing to interrupt or interfere with those who have to attend to the company generally; this arrangement will prevent confusion, and in some degree lighten the trouble you or your assistants must otherwise have in attending to all.

Directions for waiting at table, and for removing the several courses, have been so amply given, that it would surely be unnecessary to repeat them here; the task of waiting upon a greater or lesser number differs but in degree, the trouble is much the same in both instances, particularly when the number of waiters is increased according to the number of guests to be waited upon; but the care and attention of him who has to superintend the whole, is most certainly greater in a large dinner-party than in a small one; still, coolness will enable him to go through the one as satisfactorily as the other.

DESSERT FOR A PARTY OF EIGHTEEN.

ADAPTED TO FOLLOW THE PRECEDING TWO-COURSE DINNER.



1, 1, and centre, are ornamental Confectinary.  
The diamond shapes round the table are d'oyleys.

## THE DESSERT.

The dessert being laid on the table, according to the plan laid down in the frontispiece, or in the plan in page 71, see that the waiters leave the room; and as you have taken care to provide the company with wine, you should do the same; for it is not expected that servants should continue in the room when the wine is on the table; you should, however, keep within sound of the bell, in case of more wine, or other attendance, being required. This will now afford you an opportunity to get the plate put away, the knives and forks wiped, the glasses cleaned, and, indeed, all the things cleared away, as far as possible. And in the mean time see that the water be boiling for tea, and the tea-things put in proper order against being wanted.

It will be imprudent, if not unpardonable, in you either to take so much wine yourself as would prevent in the slightest degree your attending properly to your duty, as it would be to permit others to do so; for which purpose, look well to the bottles from which the wine has been decanted for the table, as well as to the decanters when removed; and never take or give a glass of wine to any one unless you have had the permission of the family to do so. Lock it up, and you will have then taken the only sure preventive.

## THE TEA-TABLE.

In our family party, page 65, we supposed that the tea would be made by the mistress of the house in the same room as that in which the family had dined; but in larger parties, it is more often the practice to carry the tea and coffee up stairs, ready made, to the company; the ladies usually leave the



dining-room a short time before the gentlemen; generally after slightly partaking of the dessert, and taking a glass or two of wine: they then adjourn to the drawing-room, where they either make tea for themselves, or for themselves and the gentlemen, or have it brought up ready made; in the latter case, have a tray large enough to carry up at least six cups and saucers at once, with spoons to each, and sugar-basin and tongs, cream, and slop-basin; it will also be necessary to have, on the same or another tray, the tea-biscuits, cake, or bread-and-butter, together with a small tea-pot and hot water therein, in case any lady's tea should be too strong. Having handed the six cups round, get more, and so proceed till all are served; but to prevent keeping any part of the company too long without their tea, do not leave the room, but have it brought up to you to hand round by some of the other servants.

In handing round the waiter with the tea, hold it sufficiently low that the ladies may take their cups with ease; and you should also be quick in observing when they have drunk their tea, that you may take their empty cups.

It is sometimes the practice for the gentlemen, after having passed the wine about as long as they consider necessary, to have coffee taken up to them ready-made; in which case you will arrange the coffee-cups for them in the same manner as previously directed for the ladies' tea, only observing that a greater degree of haste, and rather less of formality, will be most acceptable. If, however, both the ladies and gentlemen leave the dining-room, and unite at one tea-party in the drawing-room, as is now almost always the case, you will then have but one, though a larger, party to attend to. In this case, however, if you have not the opportunity of clearing away the plate, wine, and fruit, carefully lock the door as

soon as the company all leave the table, and put the key in your pocket; or those whom you have to assist you, may help themselves, and by so doing, perhaps, not only render themselves unable to give any further assistance, but even place you in an unpleasant situation by making too free with what is placed under your personal charge; which is particularly distressing, and which is only to be prevented by care, attention, and presence of mind.

#### THE SUPPER PARTY.

It may sometimes happen that a portion of the dinner party may remain to supper; but that must be necessarily a rare circumstance, owing to the late hour at which dinners generally take place; it is therefore now more usual for supper parties to follow tea-parties only; but in either case, it is the general practice to serve it up cold; a considerable portion of the trouble, therefore, which a course served up hot, necessarily produces, is thus spared.

The period which elapses between tea and supper is usually occupied by the company either at cards, music, reading, or conversation, or in all combined; and this sometimes puts it out of your power to set out the supper-table, until ordered so to do, and then you have necessarily to intrude upon the amusements or engagements of the company; in this case, you must be as quiet in your movements as possible; for your own sense must tell you that the noise of moving the tables, rattling the knives and forks, and the jingling of glasses, cannot be a very agreeable accompaniment to a musical performance, reading, or an interesting conversation: it will, therefore, be doubly necessary that every thing required for the supper-table should be previously prepared and quite ready; so that when ordered, you will have little

more to do than just to set out the table, and put the things on; indeed, you should place every thing on your tray in such a manner, as they will merely have to take them into the room when called for.

When supper is thus served up, there is not so much form required, as when laid out in a room not at the time occupied by the company; still, for your own credit's sake, you should always arrange it in the best way you can. You will, of course, put the dishes on the table something in the same manner as for the dinner-party; but as there is usually a much less variety for supper, there is less changing of dishes and plates, and consequently you will not want near so many things at table. There should, however, be set a supply of rummers and tumblers, and the decanters should also be put on the table, with two wine-glasses to each person.

Have your tray-stands in the room, to put the various things you require on, as the supper being often laid in the drawing-room, you will have no sideboard; and you should not on any account move any thing off one table on to another, or put it even for a moment on the carpet.

When supper is over, and the company is gone, look to your plate, see that it is all right, and put it away safely, ready for cleaning the next morning. The lights in the drawing-room, parlour, and staircase, should then be extinguished, and the lamps carefully turned down, not blown out, or you will make a most offensive smell in the house.

#### ANNOUNCING NAMES.

Not to interrupt the regular progress of the dinner, tea, and supper-parties, we have left this necessary part of the day's duty to the last; but though noticed

last, it is not least in importance, particularly if any person of consequence be of the party.

Whenever company, or a visit of ceremony, is expected, it is indispensable that the proper arrangements for receiving them should be made, and the servants in their right places to announce them;—for this purpose, one servant should be placed at the drawing-room door, to announce the name of the visitors as they arrive, to the lady or gentleman who is there to receive and introduce them; a second should be at the hall, or stair-case foot, to announce them to the one at the drawing-room door.

Each servant should be particular in giving the correct names, as otherwise very awkward mistakes may occur; the one in particular who first gives up the name should be very correct, as upon him the other necessarily depends. It may, however, sometimes occur when one person or family has been announced, that while they have gone into an adjoining room to take off their cloak or shawl, or adjust their dress, others have in the mean time arrived and gone up and been introduced as the party who had previously been announced, to the utter confusion of all, particularly if the visitor be a stranger to the party generally. The only way to prevent this confusion, is for the servant who announces the name to see that the party proceed forward; if not, to inform the next of the circumstance, and remind him at the proper time; if, in the mean time, from their long stay, or several other intervening, he has forgotten the name of any of the party, he had much better respectfully ask the name again, than run the chance of making so very awkward a mistake.

Be very particular that each servant is in his proper place, and keep him to it so long as is necessary. You would do well to have a list of all the visitors expected, and to look it over now and then

with your fellow servant; and thus you will soon become familiar with their names, which will then cause less difficulty when announced upon their arrival. This, together with a little attention at your morning visits, will enable you to pronounce their names properly; without which, you will be very liable to make most unpardonable mistakes.

The servants who come with the company, if they do not wait on them during the dinner or supper-time, will either wait in the hall, be shown into the kitchen, or leave, and return for the visitors at the time appointed. Should they have to wait in the hall, it will be necessary that they act with decency and propriety, and not give way to any improper remarks, or unnecessary tattle—a fault to which many servants are sadly addicted, but which cannot be too much reprehended. Always, if you have the means, make the visitors' servants as comfortable as possible; but in return, insist on proper behaviour on their part.

When the company leave the house, you must observe the same rule as you did at their coming in: the servant who stands at the head of the staircase must announce the name of the person about to leave next, to the one in the hall, or at the staircase foot, for the latter to call the servant in waiting, that he may have the carriage ready; if he be not in the hall, the servant who stands at the door may call for it in a loud voice, but should on no account leave the door for any such purpose; as every one should be at his post when the company are going out, and the servants who come with their families, ought certainly to be within call.

## THE KITCHEN TABLE.

Having given the necessary directions for properly

attending to the family and visitors' table, we shall now add a word or two as to the regulation of the servants' or kitchen table:—It is the rule, in some families, that the boy, or man, should lay the cloth for the servants; it is always the boy's place, if both be kept; he will therefore take care to lay it in time for the cook to put the dinner on at the appointed hour. It is the man-servants' duty to draw the beer for dinner and supper; in doing so, do not draw too much at once; better go a second time than waste. Should there be too much accidentally drawn at any time, put it into a clean wine bottle, and when the bottle is nearly full, add two raisins or a spoonful of sugar; and in three or four days it will be even better than it was when put into the bottle.

There are usually stated periods for the servants' meals; but the particular hours at which they should be fixed, must depend on circumstances, which can only be settled by the housekeeper, or by the lady herself.

It is of the utmost importance to regularity and good order, that all the servants should so arrange their work, as to be able all to sit down together at meal time; for if one come in at one time, whether at breakfast, dinner, or other meal, and one at another, there can be no regularity, but rather confusion and disorder.

I need hardly observe, that when all are assembled at table, it is the duty of the oldest servant, previous to commencing the meal, to ask the divine blessing on what they are all about to partake; and, at the conclusion, for the youngest to return thanks in like manner; and I can assert, that the tables at which this good custom is retained, are in general the most orderly and well conducted.

To be cleanly at meals, is too obvious a duty to need much observation; and to talk but little, is

equally essential. All idle practices, lolling back in the chair, or the like, should be disallowed; sit firmly in your seat, upright to the table; behave in a becoming manner, and never get up until you have done, unless for some particular purpose.

Remember, you are hired for the purpose of looking to and attending upon the comforts of the family under whose roof you are lodged, fed, and remunerated; and not to be the servants of each other; it is, therefore, your bounden duty to your master that each wait upon himself or herself, never, therefore, either at meals, or at any other time, leave any thing you ought or could have done, for the others to do; but always assist to clear away, and put the things in their places at once, even to the chair on which you sit to your meal. You will then set an example, which, if generally followed, will necessarily produce good feeling among fellow servants, and encrease their esteem of each other.

#### BEHAVIOUR TO FELLOW SERVANTS.

A good temper and an obliging willingness are qualities so inestimable, and so recommending, that the possessor of them rarely incurs the ill-will of any of his fellow-servants; it is, then highly discreditable, by the absence of these feelings, to become an object of dislike. Much of the comfort of servants depends on their behaviour and conduct to each other; and they will always find, that the more they endeavour to promote that of those with whom they associate, the more certainly they ensure their own.

A wish to tyrannize over each other, is also a frequent source of ill-will among servants; this feeling can only spring from a little mind, and, far from realising its object, the authority thus foolishly as-

sumed only produces unwillingness in those who cannot help themselves, and resistance in those who can.

Temper is the chief thing you will have to contend with, not only with others, but even with yourself. It is by curbing the first breaking out of our temper, and keeping a watchful eye over your actions, that we best and soonest attain such a command over ourselves, as will conduce not only to our own comfort, but also to the comfort of those around us.

Avoid tale-bearing: of all the follies to which servants are addicted, this is most inexcusable and most mischievous; by it you create an enemy, where, perhaps, you before had a friend, and raise a distrust in the minds of your master or mistress, even against yourself. If, however, any glaring instance of positive evil misconduct comes to your knowledge, it becomes your duty to inform the housekeeper, or your master or mistress, of it; as not doing so would render you equally culpable with the guilty party. But in so doing, let truth be strictly adhered to; let no consideration induce you to state one word more than is positively the fact; or, by mistaken zeal for the interests of your employers, irritate them by magnifying in the least, any circumstance which your sense of duty imperiously demands should be communicated to them; for you should never forget that a servant depends on his character for his bread; and that one word uttered to his prejudice, may spoil his future endeavours to obtain his living by an honest course of life. How careful then ought we to be of what we say of each other!

Should a fellow servant be promoted, do not feel that you are overlooked; but consider that at some future period you may be equally fortunate. Behave to those placed over you with deference and respect; and to those below you, with civility and kindness;



and never let a display of authority or a foolish pride tempt you to act in any other way to either of them than as you would wish them to act by you, were your respective situations reversed.

## ATTENDING THE BELLS AND DOOR.

Whenever the drawing-room or parlour bell rings, go up immediately to see what is wanted; if it should ring while you are dressing, or the like, arrange with one of your fellow-servants to attend for you. And in going in or out of the rooms, open or shut the doors with as little noise as possible.

In most families, there is a set time for the servants to be properly dressed, particularly the one whose duty it is to answer the door. This is, in general, about twelve or one o'clock. Indeed, a servant, after this time, never ought to appear in his jacket, or in his morning working-dress, as it is improper and disrespectful to his employers to do so. Always, therefore, dress as soon as possible, to be in readiness to attend to the door and upon the family.

Ascertain every morning from your master or mistress, if there are any persons likely to call to whom they would wish to be "at home," or "not at home," or if it is their intention to see company that day. It is a practice in many families, when parties call, whom the family have no wish to see, or when they are too much engaged to be troubled, except to very particular friends, to direct their servants to say, they are "not at home." This upon such occasions, sounds so much like what it really is, an untruth, that servants at first rarely feel easy in announcing what they knew to be false; however, as a practice introduced by fashion, and sanctioned by custom, it is understood in the manner intended, and few persons hear it but as an excuse, and consider it as such.

After opening the door and receiving the message, you will at once know how to act; if the parties are among those who are to be admitted, introduce them at once into the room into which company or visitors are usually shown; then announce them to the family, who will then give the necessary orders as to what apartment they are to be shown into.

When the bell rings for you to let the visitors out, be instantly attentive to the summons, and open the doors, particularly the street-door, to its full width; and on no account shut it till they are quite away from before the door; to shut a door whilst the party are still in view of it, is disrespectful, and a breach of good behaviour.

Always have a slate with a pencil, or an ass's-skin memorandum book, or tablet, in the hall or near at hand, so that if any lady or gentleman should call when your master or mistress are really *not at home*, to take a memorandum of their names and messages: and never be at a loss for a piece of note-paper whenever it may be wanted, but have it always ready, with pens and ink, in the hall. If a stranger call, on no account leave him while you deliver any kind of message; but ring for a fellow-servant, and let him deliver it: this plan has often prevented a meditated robbery.

There is another thing you must be on your guard against, particularly if you live with single ladies, or with married ones, when the gentleman is not at home. There will be persons come with a double knock, and ask for the ladies, with all the assurance imaginable, pretending to know the whole of the family. If it is a person you do not know, and your lady is at home, you can do no less than show him into the room where she sees company; if she is in the room when you announce his name, you can judge whether she knows him or not, by the manner of receiving him; if you cannot, wait at the outside

of the door till you hear whether they begin to converse together as if they were acquainted; if they do, of course you will go away directly; but if not, wait at the door till the stranger departs. You can let your lady know that you are near the door, by coughing, or walking about just loud enough to be heard, if she has not given you directions how to act on such occasions. Many ladies have been imposed upon, and alarmed by persons of this description, therefore, be on your guard; especially if the lady's relations are abroad, or officers; as such are more apt to be imposed on than others; for persons will learn the particulars of the family, and knowing that some of them are abroad, contrive to get an interview with the lady, under the pretence that they are just come from them, or something of that kind; therefore never be out of call at such times.

There is one thing more which I would impress on your minds; that is, when you receive a parcel or letter, look at it to see if the direction be right, before the person who brings it leaves the door; as many things of this kind have been left in mistake, which has caused great disappointment to those for whom they were really intended, besides a serious loss and inconvenience to tradespeople, through their goods not being delivered right in proper time. You should also *invariably* make persons who bring parcels or notes, *wait* to know whether any answer or message is to be sent back by them.

## DRESS.

When you go out into the service of a respectable family, it is your duty to study that appearance which will equally please them and do yourself credit in their estimation; take heed, therefore, that what you wear may be becoming to the situation you are in,

and never attempt to imitate or vie with your superiors in this respect.

Coloured stockings, and black or coloured neckcloths, may be all very well to wear during the early part of the morning, while engaged in cleaning the knives, shoes, and the like; but you should not appear before the family in any such dress; white cotton stockings and white neckcloths are indispensable, whenever you have to wait on them. As most families find their own livery, you will always have sufficient clothes to appear creditable in; but should you ever have to find your own cloths, let them be made neat and well, but not in the extreme of fashion. Wash-leather or Berlin gloves are decidedly the best, because they are readily cleaned, and look well to the last. The hair should never be suffered to grow too long, but kept properly cut and brushed. Trifling as the wear of the hair and neckcloth may appear to some, it is a generally understood fact, that the respectability of a servant's appearance greatly depends on the manner in which they are worn.

Be particular in possessing as good a stock of linen as your means will allow, and in having it well washed; never wear any article too long, or make it too dirty; keep a clean skin and clean feet, and often change your stockings, particularly if your feet be damp. Personal cleanliness must also be especially attended to, and your linen must be changed at least twice a week; three times will, in many cases, not be too frequent.

If the family should require you to wear silk stockings, it is their place to furnish them—servants are never expected to buy them for themselves. Several pairs of shoes are necessary, thick ones being the best for walking, or for attending upon the carriage; but for all purposes within the house, thin ones are indispensable. Boots ought never to be worn, unless

in travelling; nor should you ever wait at table, or be seen about the house, in gaiters.

Early rising in the morning is indispensable; the practice of many families, however, of keeping their servants up to late hours, renders this in some instances difficult; still, unless this be kept in view, it will be impossible to keep each day's work to itself; and if, as a matter of practice, it be once suffered to run in arrear, it will be the greatest difficulty to regain the lost ground. Supposing, therefore, that early rising be adopted, the first thing to be attended to, will be, the cleaning and dusting, as directed in the early pages of this work; this being done, wash yourself and change your clothes, for it is frequently the practice to send the footman out with the morning visiting or message cards as soon as the family have breakfasted; it will, therefore, be the more necessary that you should always be on the alert, and have your clothes or linen laid out ready to put on at a moment's notice.

In some families, the men-servants agree to find their own clothes, although it is still expected that they will wear the family livery; if you be placed in a situation of this kind, always buy your own cloth, and let a good respectable tailor make it up for you; never order your suit of livery, and have it made up from their own cloth; for it is a practice too common in such instances, for them to consider that any thing will do for a servant; the consequence is, that your livery, in a short time, becomes shabby and unfit to appear in on particular occasions; if you provide your own cloth, you will have much better clothes for the same money. Always good, but not the very finest, cloth; you will find it much the better in the end; it will last twice as long, and be put a trifle dearer in the first purchase, and look well to the last. But always have a good suit of plain clothes by you; be-

cause, as service is no inheritance, you may want them in a hurry; and should you have none, may be placed in an awkward predicament:

#### GENERAL BEHAVIOUR.

Providence having placed some portion of mankind in superior, and some in inferior situations, the rules of society have settled that a corresponding deference in their address and behaviour are due from the latter to the former; this rule is enforced in a still greater degree from the servant to the master, as well as to every branch of the family in whose establishment he forms a part. Therefore, this part of our subject is one which requires the attention of those to whom we are addressing ourselves, in a superior degree: what good clothes are to the body, to set it off and make it appear respectable,—civility, deference, and a becoming behaviour to our superiors, are to the mind; making us move through life with credit, in that sphere which it has pleased providence to place us.

Whenever your master or mistress, or any other portion of the family, address themselves to you, never reply by a mere "yes, or no," without adding "sir, or madam;" or, if it be to a lady or gentleman of rank, be sure to address them according to their proper title,—as, "yes, my lady;" or, "no, my lord." Or in addressing yourself to them, you must say, "please your lordship;" or, "please your ladyship." If you live where a housekeeper and butler are kept, you answer them, "yes, sir; and yes, ma'am," as being a mark of respect due to their situation, and to them as the holders of it.

Never offer to talk, or to enter into any thing like conversation with your master or mistress, or with any of the family; it is a familiarity which is always considered as impertinent. Avoid making yourself

familiar with any of the younger branches of the family, as many disagreeable incidents have arisen from so doing; but treat them with the same deference you show to the elder branches. Give an answer readily and respectfully, in as few words as you possibly can. If you ever hear any part of the family, or a visitor talking, or arguing upon any subject whatever, on no account seem to listen to what they say.

Servants, particularly when they have been some few years in the same situation, are supposed to be acquainted with its general duties; as such, it is not an uncommon practice for a master or mistress to ask how a thing is done, or which is the best way to do it. In such cases, give your answers in a respectful manner; but should they not follow your plan, it will little become you to notice it; or, if they ask your opinion another time, to hesitate in giving it, even though you told them the proper way before. This would be assuming a consequence which does not belong to a servant, whatever situation he may fill.

It will sometimes happen that your master or mistress may consider it necessary to find fault with your conduct; should they do so, never answer with the slightest appearance of impatience or impertinence; if you are in the wrong, take care not to repeat the cause of offence; if you are right, and have the opportunity, mildly once state your conscientiousness of being correct, but do not persist further; depend upon it, your integrity will, some time or other, be manifest to them, and then you will stand the higher in their good opinion.

Whenever you meet any portion of the family away from home, show your respect to them by moving your hat, but do not speak. Never keep your hat on in the house, or sit down in the presence of your master or mistress, unless they bid you.

There are few things more easy, to a ready and obliging disposition, than an endeavour to please; and although in service there may occasionally arise circumstances which in themselves may be of an unpleasant nature, and ruffling to the temper, still if you strive to do your duty, your endeavours must and will succeed.

There are times and seasons in all establishments, particularly in a numerous family, when the domestics are bound by every consideration of honesty and honour to act with the greatest circumspection and prudence; when they must not observe what they cannot but see, must not notice what they cannot but hear, and when, although present, they must consider themselves absent. It is not easy, nor perhaps necessary, to give any particular instances of these; common sense will sufficiently point them out should they arise.

Endeavour by all means fairly in your power, to keep in the same establishment for some few years at least, to be always changing places, betrays a restlessness of disposition, which will never do you any good. A rolling stone gathers no loss, is a homely, but true, proverb, and particularly applicable to servants who are continually changing their situations; for it is evident that comfort and profit can only accrue to persons in the same proportion as the length of time they remain in their places. Circumstances will, however, arise, which may occasion even the best servants to wish to quit, or which may deprive them of the power of continuing any longer; but these are of rare occurrence. To sum up the consequences of too frequent a change in a few words, we should be also tempted to lay it down as a general rule, as being productive of loss of time, loss of money, and loss of character.

In all situations, you will find a something to put



up with; consider well, therefore, when you feel tempted to give it up, how you will be situated if you quit; if it be from low wages, think how long it may be before you better your condition, or even receive any wages at all: or you cannot foresee how long you may be out of place, the few pounds you may have saved, if you have been provident, will not last you long, when you have nothing coming in, nor any other means of support; and when that is done, and your cloths are fast wearing out, what will be your case, if you change in too much of a hurry.

It would be equally thoughtless for you to give warning when you have been reprov'd for any act of misconduct, even though you conceive yourself undeserving the censure; it would be silly indeed for you to lose a good place for such a trifling circumstance; and if it is not a very good situation, you had better keep it till you can obtain a better; and then give warning in a proper and respectful manner. The only reason which ought to induce you to change one situation for another one of the same kind, in another family, is when a laudable and certain opportunity offers for you to better your condition in life; or when you are convinced that those for whom you have exerted your utmost endeavours to please, have taken a strong dislike to you; and you feel that, in consequence, you cannot be comfortable where you cannot continue to give satisfaction.

Health, however valuable, is not always in our own keeping, although we do the utmost to preserve it; therefore, if you are attacked with serious illness, give timely notice of it to your master or mistress; this is a duty equally due to them and to yourself; do not, then, imagine that there is any credit in going on with your business, until you are altogether incapable of getting through it any longer. A timely care at the commencement of any disorder, generally

renders it easy of cure: and strict attention in following the medical advice that may be given, is your interest and positive duty.

#### DELIVERING MESSAGES AND CARDS.

Delivering messages and complimentary cards forms an important part of the footman's duty, and gives him an excellent opportunity of showing himself off to advantage. Upon every occasion of inviting a party, whether for a rout, a ball, or a card-party, cards of invitation are a necessary prelude: they are delivered some days before the date fixed. Ladies are also very particular in sending out cards when they first arrive in town, or at their country houses, and of receiving them in return; as well as of forwarding and answering complimentary and message cards. In all these instances, the footman is entrusted with the delivery of those cards; and unless they are faithfully and promptly delivered, not only confusion, but even serious consequences may ensue; the forms and etiquette of high life are necessary to be punctually observed, and the slightest infringement of them on your part, may produce very unpleasant results, not merely to yourself, but to those whose directions and confidence you thus needlessly abuse.

Some ladies give the footman a list of those to whom he is to deliver the cards; in such case, have a pencil with you, and as you deliver them, mark out the name, which will effectually prevent mistakes. Keep this list by you, or have a book to enter them into, and add the date when you delivered them; you can then refer to them at any time. Indeed, if you have a book, to enter the cards as taken out, and those received, and in which to note down the dinner invitations, and the evening parties, with the visits

paid and returned, it will improve you in writing, and give you an insight into the method of book-keeping, as well as amuse the family, to see whom they had visited, and who had visited them in return. Be sure always to deliver the cards yourself, and to give those which are brought to the house, to your master or mistress, the very first opportunity.

In delivering cards and messages among families of rank and high life, it is necessary to understand the title of the several parties, and the proper manner in which they should be addressed; otherwise you will never appear in any better light than a mere messenger: for this purpose we shall here affix a kind of table of the manner of addressing persons of distinction. (*See next page.*)

This list will be fully sufficient to show in what manner persons of rank should be addressed. It is true, that complimentary and message cards, as well as notes of invitation, are usually written previous to being given into your custody; still you will often have to give an occasional call, or deliver a friendly message; at home also, this knowledge is indispensable, to enable you to enter into a memorandum-book the names of the parties who call to make inquiries, or to pay their respects, and also the messages left by them or others. In announcing the names of the visitors to an evening party or rout, also, you will be most awkwardly placed, if you are at any loss in this respect, and be very likely to give offence when you least intend it. Indeed, there are so many circumstances in which this knowledge is essential, that nothing but your having been a short time in your situation can excuse your want of information on this important subject.

RANK.	HOW WRITTEN.	HOW ADDRESSED.
Prince ..	His Royal Highness ..	Your Royal Highness.
Dukes ..	The Most Noble ..	My Lord Duke, or, Your Grace.
Duchess ..	The Most Noble ..	Your Grace.
Marquesses ..	The Most Honourable ..	My Lord Marquess, or, Your Lordship.
Marchioness ..	The Most Honourable ..	My Lady, or, Your Ladyship.
Earls ..	The Right Honourable ..	My Lord, or, Your Lordship.
Countesses ..	The Right Honourable ..	My Lady, or, Your Ladyship.
Viscounts ..	The Right Honourable ..	My Lord, or, Your Lordship.
Viscountess ..	The Right Honourable ..	My Lady, or, Your Ladyship.
Barons ..	The Right Honourable ..	My Lord, or, Your Lordship.
Baroness ..	The Right Honourable ..	My Lady, or, Your Ladyship.
Baronets ..	Sir William Byng, Bart.	My Lady, or, Your Ladyship.
Wives of Baronets ..	Lady Byng ..	Sir William.
Knights ..	Sir Charles Wilmot, Knt.	My Lady.
Wives of Knights ..	Lady Wilmot ..	Sir Charles.
Esquires ..	A. Hall, Esq. ..	My Lady.
Gentlemen ..	Mr. ..	Sir.
Ladies ..	Mrs. ..	Sir.
		Madam.

The sons and daughters of the nobility have also titles according to their rank or priority of age, as follows:

DEGREE, OR FAMILY.	RANK, OR TITLE.	HOW ADDRESSED.
Eldest son of a Duke . . .	Marquess of A. . . .	My Lord Marquess, or, Your Lordship.
Second son of a Duke . . .	Lord B. . . . .	My Lord, or, Your Lordship.
Younger son of a Duke . . .	Lord William B. . . .	My Lord, or, Your Lordship.
Eldest daughter of a Duke . . .	Lady B. . . . .	My Lady, or, Your Ladyship.
Younger daughter of a Duke . . .	Lady Anne A. . . . .	My Lady, or, Your Ladyship.
Eldest son of a Marquess . . .	The Earl of C. . . . .	My Lord, or, Your Lordship.
Second son of a Marquess . . .	Lord D. . . . .	My Lord, or, Your Lordship.
Younger son of a Marquess . . .	Lord George D. . . . .	My Lord, or, Your Lordship.
Eldest daughter of a Marquess . . .	Lady D. . . . .	My Lady, or, Your Ladyship.
Younger daughter of a Marquess . . .	Lady Emily D. . . . .	My Lady, or, Your Ladyship.
Eldest son of an Earl . . . . .	Lord E. . . . .	My Lord, or, Your Lordship.
Second son of an Earl . . . . .	The Honourable Mr. E. . . . .	Sir.
Younger son of an Earl . . . . .	The Honourable Edward E. . . . .	Sir.
Eldest daughter of an Earl . . . . .	The Honourable Miss E. . . . .	Miss.
Youngest daughter of an Earl . . . . .	The Honble. Miss Emily S. . . . .	Miss Emily.

The sons of Viscounts and Barons are termed Esquires, and have the title of Honourable, the younger sons adding their Christian names.

The daughters of Viscounts and Barons are similarly distinguished, the younger only adding their Christian names.

## VISITING, SHOPPING, &amp;c.

Neatness of dress and appearance, when you have to walk out with your mistress, or any of the young ladies of the family, are especially indispensable; and a cane or stick, is the usual accompaniment on such an occasion.

In attending upon ladies when out of doors, keep near enough to them for people to see that you are their servant, to prevent any person from rudely interfering with them. Should a stranger impertinently stare at the ladies, walk forward nearer, to convince the party they have some one at hand to protect them. If you should ever be asked in the street, who the ladies are, pass on without replying, if the question be rudely put by a stranger; but if it be civilly asked, reply that your duty forbids you to name them to any person in the street. No gentleman will blame you for such a reply as this.

Should you by chance be insulted by any vulgar fellow while following the ladies, treat such remarks with silent contempt, as it will not be prudent for you to quarrel at such a time; but if any one insults the ladies, defend them with all your courage and strength: you are doubly protected in so doing—the law will hold you harmless, as you are only doing your duty; and there can be no doubt of your being equally defended by the family in whose services you were so strenuously engaged.

Should you have to carry a cane when walking out, hold it two-thirds of the way up; let the large end of the cane be uppermost; but if you are riding behind a carriage with it, let the small end be uppermost.

In crossing a street be careful to prevent accidents; carriages travel so rapidly, and there are so many

things to take attention in town, that one may happen in an instant. The ladies may, by possibility, be for a moment off their guard; but you must never be off your duty: if you observe danger, warn them of it, and that in good time.

If you know the house you are going to, advance, when you are within twenty yards of it, before your ladies, and give it a rat-tat-tat; you may then suppose the door will be opened by the time they get up to the house. In knocking at a gentleman's door, you should not ring the bell also, unless you are directed so to do by the ladies, or by a brass plate about the premises; but if it be at a relative of the family you are with, you should then both ring as well as knock, the same as at your own door; it is a mark of respect, and a hint to the family and the servants that some of the family have returned home. Knock loud enough to be well heard, as some halls and kitchens are a great way from the front door. When the servant comes to the door, inquire first if the family be "at home,"—asking for them by name in a proper manner, to prevent mistake; if they are "at home," give in the names of those you are with. If the family be not at home, you will have to give their cards to the servant; and as the footman generally carries those with him, he should have a little case to put them in, to keep them clean. If your family are admitted, and you have to wait in the hall, seat yourself quietly, and do not indulge in any idle or mischievous talk or practice.

If at any time your ladies go a shopping, and you attend them, when you observe them about to enter a shop, and the door should be shut, step forward, and open it for them, and close it again, remaining yourself on the outside.

You will, no doubt, have often to go out with the carriage. As soon as it comes to the door, put the

blinds down, and the further glass up; but if it rains, do not put the blinds down till the family are just going to get in. Never get into the earriage with muddy shoes; the coachman has enough to do in looking after the coach and horses, without having to clean after you. If the earriage be one that opens, do not attempt to open it while the glasses are up, but put them down first; if you do not, you will most likely break them.

Just before shutting the door of the earriage, ascertain where you are to go to, unless you know it before; but in listening to those orders, do not turn your mouth toward those you expect to tell you, as though that, and not the ear, were the organ of hearing; besides which, servants, sometimes, are apt to breathe rather more in their master or mistress's face than is always agreeable. Having got your directions, get up behind the earriage, before you attempt to tell the coachman: give him the number of the house first, and then the street, square, or place next. Be particularly careful both in receiving and giving directions, as the noise from the passing carriages sometimes renders it difficult for the coachman to hear you.

It is the duty of a footman to pay the toll when the earriage passes a turnpike-gate; look out, therefore, when you approach a toll-gate, and if the man who receives the toll be on your right side, hold fast with the holders on the left side with your left-hand; or if he be on your left hand side, then hold fast by the right hand by the holders on the right; by these means, you will prevent falling, which might produce serious injury, through the coachman starting before you had recovered your upright position.

When you arrive at the place to which you were directed, and do not know, or have forgotten the name of the party, knock at the door, and going to



the carriage, inquire for whom you are to ask. Carefully prevent the ladies' dresses being dirtied by the wheels, when getting in or out of the carriage.

When the family have done with the carriage, put down the glasses and draw up the blinds; and always, when it rains, if the ladies get out only for a few minutes, pull the blinds up, to keep the wet out.

Be very careful to shut the door of the carriage safely and securely, and turn the handle of the door quite home, so as to let it have firm hold, that it may not fly open with the shake of the carriage, and thereby endanger the pannel: besides which, as children are often in the carriage, and particularly apt to look out of the windows, and lean over the door, if it be not securely fast, the most fearful consequences may arise. If the door will not hold fast, speak at once to your master about it, and have it altered directly. Take care also, in opening and shutting the door, that you do not pinch the children's fingers; for though they are not always on their guard, you should be.

It is sometimes allowed, particularly when any of the family take a drive into the country, for you to sit with the coachman on the box. When thus seated, do not give way to conversation which you would not wish to be overheard, as when the windows are open, those within can hear every word you say, which must be unpleasant: besides, it is disrespectful and improper so to do, and is often the occasion of such a practice being altogether prohibited, when any of the family are with the carriage; therefore, whether you are behind, or on the box, keep from laughing, singing, or whistling, and never talk more than your business calls you to do. Always have an umbrella with you, to hold over the ladies in getting in and out, when it rains, as well as for your own comfort and protection.

A servant who is acquainted with town, and well experienced in attending on persons at public places of amusement, is of great value to a family, and particularly to single ladies. Never order or tempt the coachman to break the ranks of the line that may be setting down at a place where you are going to; if the coachman be a regular one, this part of the business will rest with him.

When an amusement is over, every one wants to get away as soon as possible; this causes great confusion, and serious accidents often occur through it: be particular, therefore, in asking those whom you attend, at what time they will wish to come away. If you have a carriage, you must arrange with the coachman to be in good time to get near the door, that your family may be able to get in and go away without difficulty. Consider well whether the place you choose is likely to be blocked up with other carriages; if so, it will not do to stand there, although it may be convenient to get in, for that will be of no use unless you can also get away. When you have found a place for the carriage to stand, let the coachman keep there, whilst you go to the door where you know the family will come out, and wait for them; but if they do not walk to the carriage, and will have it driven up to the door, the coachman must manage as well as he can, and not let himself get entangled in the midst of other carriages, if he can in any way avoid it.

If you are with single ladies, you must be doubly on your guard never to be behind your time, as they will be in a very awkward situation if you are not punctual; therefore, in such cases, be rather before your time than after. You will find considerable difficulty at some private parties in getting up to the door, particularly if a great number be invited, and the street narrow. If the family prefer walking to

the carriage, rather than wait to have it drawn up in a crowd, get it as near as you possibly can; and have ready their shawls, thick shoes, or whatever they may want; and be in the hall, or near the door, to answer when called.

## KNOWING THE TOWN.

From what has been already stated, it will be evident that a thorough knowledge of the town, and a general knowledge of the residence of the principal families, as well as of the places of fashionable resort, are essential to a footman; indeed, so necessary is this qualification, that many families will not engage a footman who does not know town perfectly, and has not been accustomed to go about visiting. To obtain this qualification, therefore, begin betimes;—as soon as you have entered into a gentleman's service, purchase a map of London, of course a modern one, and look over it at every opportunity, in order to learn the relative situation of the several parts of the town, particularly the court end. If you are at any loss, it is more than probable some of your fellow-servants can assist you in your enquiries. Having made yourself pretty well acquainted with the situation of the principal squares, streets, buildings, and the like, next get a Court and Country Guide,—but you do not want both at once—They are to be borrowed from any Circulating Library at the west end of the town.

Having procured these works, amuse yourself of an evening, or at any leisure time, by looking over them, and see if you can find the names and residences of any of the families who visit your master or mistress, or whom they are in the habit of visiting; or any persons you occasionally hear named by any

of the family. Write their names and residences first on scraps of paper, and afterwards, when you have got them correctly, enter them in a book. A reference to your map will enable you to learn the part of the town they reside in, and the readiest way of reaching it, whether on foot or by the coach-road. Repeat this practice, correcting the addresses whenever you are aware of any change, and it will answer the united purposes of information, amusement, and improving your hand-writing.

When more experience shall have qualified you for a better situation in the same or another family, you will be pleased at the readiness with which you can direct your steps, or the coachman, to any part of the town, and it will render you peculiarly valuable to families who are much in the habit of visiting, or riding about town. It is not uncommon to receive merely the name of the party to whom some of your family are then about to proceed, and for them to leave you to find out the street and number; how, then, can you direct the coachman, if you are at any loss yourself? and if he be equally ignorant as yourself, what a sad dilemma you will both be in!

When you get into a fresh situation, and do not know the visits or visitors, have a small book, such as you can conveniently put into your pocket; then, whenever you go to pay visits with any of the family, or are sent to deliver cards, write down in your book, in alphabetical order, the names and addresses of all the parties you then go to. This book you should always have with you, out and at home; then, if you are at any time at a loss, you can readily refer to it.

Whenever any ladies or gentlemen call at the place where you live, if they leave a card, copy the direction from it, if you do not know their address; or if they are let in, ask their servant where they live, leaving room under each name to alter the residence when a change takes place.

It will be a means of assisting you greatly in your knowledge of the town, if, in the day-time, while out either with or without the carriage, you were to take notice of the streets and squares you pass, noticing particularly whether the streets run east, west, north, or south, and which way the numbers commence and end: so that if out with the carriage at night, you may readily know where to prick upon any particular house, without stopping the carriage to get down in the dark to look for it, than which nothing can look more ridiculous. Many a footman, otherwise useful in a family, has lost his situation through a repetition of this very unpleasant habit; as no lady or gentleman will be always telling them, nor submit to be gazed at by the passers-by, while the footman is gaping about for what he should readily know; and coachmen, generally, considering it to be the footman's duty to know the town, and direct them to the proper spot, rarely trouble themselves to ascertain any thing like a knowledge of the town, or even of the round of visits, but depend altogether upon the footman. If, however, you should have to go to a place you really do not know, before you leave home, make yourself acquainted with what part of the town it lies in, and the best way to it: on your near approach to it, keep a sharp look out, and endeavour to make to the place as directly as you can; if you are at all at a loss, go into any respectable tradesman's shop, and there ask; never do so of passengers in the street, as many take a mischievous pleasure in misdirecting you.

## TRAVELLING.

Up to the present, our instructions have been directed to the home duties of the footman; we shall now, however, turn his attention to travelling: here

he will find a new field of exertions open to him,—one, that will call forth his best energies, and sometimes tax both his perseverance and his patience; at the same time, the novelty of a constant succession of fresh scenery and fresh occurrences, will amply repay any additional trouble the change may occasion.

The principal travelling which families undertake, is removing from the town to the country mansion, or from one seat to another, or visiting a fashionable watering-place during the season. Single ladies and gentlemen are, however, not so stationary, and frequently take a tour into the country. In these several migrations, the footman is often ordered to accompany them—as much, perhaps, from a wish to have that servant about them who best understands their ways and peculiarities, as for any other reason. Be it, therefore, your principal study, wherever you sojourn, to make every thing as comfortable as if you were at home; and this you may do in a great degree, as almost every thing pleasant in those places depends greatly on the personal superintendance of the family servant.

You are usually apprised, some few days before the change, when the family purpose leaving town, or intend returning to it. If a coachman be kept, the charge of getting ready the carriage is his duty; if there is not, it falls to your lot so to do. Sometimes, however, the family carriage is sent without a coachman, that being furnished, together with the horses, by the posting houses on the road; in this case, it will be your duty to take care of the carriage while travelling.

As soon as the carriage is ordered to be got ready to go from or to town, see that it is properly put in order, the wheels greased, and every part made secure and fit for travelling. As, in spite of your best exertions, accidents will occur, be provided for them by

taking with you some various sized nails, a few linch-pins, some pieces of cord, and straps, and any other similar things likely to be useful. Next direct your care to the trunks, covers, the apron of the earriage, straps, drag-chain, and all else which either your packages, or the safety of the earriage itself require, and see they are all properly secure and fast: and in packing and loading the earriage, in order that nothing may be forgotten, refer to a memorandum of the articles you have to take with you, which you should make as soon as you know what they are, and without which, you run the greatest risk of leaving something behind you.

All being ready to start, make a memorandum of the packages, not of the particular contents, as that you have already done, but a general list of the number of parcels, and of the articles in and about the earriage. The use of this will be, that when you stop at an inn, you may thereby prevent loss or robbery, or detect it before you leave the house; for it cannot be supposed that you will have nothing to do but to be always with the earriage; and if you were, it would still be likely that losses would occur. Every time, therefore, that you stop, examine your list, both when you arrive, and before you start; look also to the wheels, the horses, and the harness, every time you change, and see if all is as it should be. Do not suffer the posting inns to put you off with any kind of horses: as you will of course pay the proper price for good cattle, have the worth of your money, and do not be imposed upon for want of speaking; should any of the family leave the earriage while the horses are changing, do not leave the earriage till their return, as they are apt to leave trifling though valuable things about, and which may be lost by the bystanders helping themselves, if you afford them the opportunity. Coaches that loek at the door, are very handy in this respect.

Where you stop for the night, remove all the moveable packages from the carriage, and see that it is locked up in a secure lock-up coach-house. In the morning, see to the cleaning of the inside yourself; as to the outside, leave that to the men of the inn, only taking care that they do not use dirty old mops and hard leathers, so as to scratch it, and see that plenty of water is used to clean the dirt off. If your destination be to a watering-place, or to where you will have to stop some time, look to the carriage; and when not in use, keep it sheltered from the weather during the day, as well as the night, because standing in the sun, blisters the panels, and causes the paint to peel off. You may, perhaps, occasionally stop where there is a coachman, and proper assistants to look after your carriage; still, however, it will be well for you to give a look to it yourself, if only now and then.

When you stop for a slight refreshment, or for the night only, you will, perhaps, have but little to do for the family; as there are always plenty of waiters to attend upon them. But it will be your duty, nevertheless, to look after their wearing-apparel, and to arrange the comfortable disposition of whatever conduces to their convenience. As a general rule, most persons prefer the appearance of what they are used to; study, therefore, as far as you can, to make their meals and other arrangements as near like home as possible, particularly if any of them have any peculiar ways; this will convince them you study their gratification, and please them more than even they themselves are aware of.

If you have to wait upon them, which is very likely, particularly if you are travelling with a single gentleman or a maiden lady, scrupulously clean in yourself, neat in your dress, and attentive in your manners, not only for your own sake, but for the credit



of your master and mistress. Wherever you go, if you are but attentive, you may obtain some useful hint or valuable information; see how the dinner is served up, for instance; and watch if there is not something new and useful to you, which will be worth remembering; if you do observe anything of the kind, note it down at once, in a small pocket memorandum-book, and at a proper time put the hint into practice. Some most valuable knowledge is picked up in this chance way.

Some families, even of respectability, stop occasionally at a boarding-house, where you will necessarily have to wait upon and attend to them, the same as at home. In such a situation, it will not always be possible to have every thing as comfortable as you may wish, or as your family may like, but you must do it as far and as well as you can. If there be several families in the same house,—a circumstance not at all uncommon during the height of the season, particularly in large establishments,—you will find the greatest difficulty to secure at all times a sufficient number of plates and knives and forks,—all wanting the utmost accommodation, and perhaps several having a large company on the same day, and in the same house. This necessarily creates confusion, and will exercise your best ingenuity to overcome the difficulties which may arise. Do not ever descend to the meanness of taking from another servant what he has had the trouble to get together, however much you may want them, unless he freely consent to part with them; but rather speak to the mistress of the house, and she will no doubt relieve your wants to the utmost of her power.

It is often the practice in boarding-houses for the servants of the several families there sojourning, to meet together for an hour or two during the afternoon or evening. Should your leisure afford you this

opportunity, there is no reason why you should not enjoy it; but there is every reason why, if you do, you should not suffer the private affairs of your employers to be the common subject of idle gossip or of impertinent curiosity. Nothing is easier than to prevent it; for if you do not join any such conversation, or give the least encouragement to their questions, they will soon cease to trouble you with them.

When travelling with a single gentleman, the care of his dressing-room will principally rest with you; be particular, then, in making it as comfortable as you can, and as much like home as possible. Have his linen nicely washed and well aired, and every thing requisite for his use put out ready for him. See, also, to his bed-room; and let nothing be there wanting which his comfort or convenience may require. If you have to be with a single lady, the principal of these duties will belong to her female attendant; still there are many things you can and should look to.

Sometimes, the family you live with may go to a watering-place for a few months, and may depute you to see that the conveniences of the house or lodging they purpose taking, are such as they require. In this case, be particular that there is everything proper for use; and take an inventory, that is, a complete list of the whole. These lists you will generally find are ready made out by the parties who let the house or lodgings; in which case, put the price to all the glass, china, and other similar articles liable to be injured, that if you should have an accident, you may know how much you have to pay, otherwise your master or mistress may be sadly imposed upon, and extravagant prices demanded for articles broken or injured, of which, perhaps, they never had the use. If any of the articles of china, glass, or crockery ware, or cooking utensils, or furniture, are already cracked,

or otherwise damaged, whether you do or do not lay them on one side, be sure to make a memorandum of the whole which are faulty, and have the memorandum called over and signed by your fellow-servants, or some person in whom you can confide, so that you may have a right understanding with the person to whom they belong. If there are more than the family are likely to require, tell the person so, and have them locked up; for it is only giving yourself a vast deal of unnecessary trouble to have more to take care of than you can in all probability use; independent of the extra risk you have to run, particularly of valuable breakfast articles, or of steel knives and forks rusting, which they will soon do, from the effect of the salt water, or sea air, unless the greatest care and attention be given them.

Having given you these cautions, to prevent losses to your employers, we need hardly caution you that it is your duty at all inns, lodging-houses, or hired furnished apartments, to be as careful of the furniture and things you have to use, as though they were your employer's own; it is ungenerous, indeed we may say dishonest, to do otherwise; as in many cases, the persons who let such places are, or rather have been, servants themselves, and who thus seek, by devoting the savings of their former years of servitude and industry to the accommodation of others, to render their own lives a little more easy and comfortable than a state of continued servitude usually allows.

## GENERAL OBSERVATIONS.

Our preceding remarks have been addressed to the footman on the several duties which he is usually called upon to perform, even in the first establishments:—there are other situations, however, particularly in small respectable families, in the country and town also, where the man-servant is footman and butler too; and in others where he is a kind of general domestic, with perhaps a gardener, or lad, and a female servant or two, as the whole of the kitchen establishment. It is to domestics in such situations as these that our observations will now be directed; although their general tendency will be equally useful to male servants in the first establishments, when their duties are of the nature referred to.

## MARKETING.

In the situation of the domestic we have just spoken of, it is more than probable that it will fall within his province occasionally to go to market, and sometimes to pay the bills of the tradesmen; in such cases, it will be essential that he should possess a general knowledge of the quality and value of different articles, and when and where best to procure them.

In going to market, order or purchase every article of the best quality, and make a rule of paying a fair market price for the same; not bating the tradesman down to the lowest possible price, for then you must expect the article not to be so good as it ought to be; nor paying any extravagant price he may ask, for then you are submitting to a robbery on your employers.—If your orders will permit, make a practice of

paying for every thing as you purchase it; in that case, at least a penny, or more, in every shilling, is saved, to what is necessarily charged for credit; but if circumstances render it convenient that the tradesmen's bills should only be paid at stated periods, then have a bill sent with every order, however trifling, with the date and price; see that it is right, and if so, file these bills carefully, and when the general bill is delivered, examine it by those you have previously received. Whatever you find wrong, make a mark or observation against, and send it back for correction. When put to rights, sign it with your initials, and then show it to your mistress, unless it is her directions for you to pay it without her examination; in which case, pay it directly; for there is nothing more injurious to the fair-dealing tradesman than keeping him out of his money longer than he expects.

On no account, be instrumental in needlessly or capriciously changing any of the tradesmen who have been in the habit of serving the family for some time; this, we are aware, is too often done from interested motives; but it is a conduct as cruel as it is dishonest. If you are not satisfied with the manner of their dealing, or with the quality of their article, you are then justified in speaking to them; and, if the complaint be not remedied, of leaving them altogether; but in this case, you must not accept the slightest favour from the person to whom you transfer your custom, or your motives may be questioned, and your integrity disputed.

At watering-places, some tradesmen are particularly troublesome, hunting up a family for their custom, like hounds after a fox; these persons will waylay the servants, and make splendid offers to them, to speak on their account to the families. Do not listen to them; they are as likely to injure you, by

exposure, should you offend them, as they are to tempt you to betray your trust. Deal with those, only, who have the best things, and who sell at the fair market prices.

#### KEEPING ACCOUNTS.

To keep a correct account of your expenses, and be able at any moment to render it when requested, it will be necessary to have two books, ruled something after the manner of the plan following: in the first, enter every article of expenditure as it occurs, however trifling it may be; in the second, copy out, monthly, the several expenses, each under its proper head: by this simple plan, which will give but little trouble, you will know how every penny is expended, and prevent mistakes.

Families generally settle with their servants once a week for money laid out; if such should be the case in your situation, be always ready with them, and to prevent any delay when your account is called for, reckon up every night what you have expended, and what money you have left; this will prevent your forgetting any particular thing; for should it escape your memory at the moment, the difference between what money you have, and what it ought to be, will show that something is not set down which ought to be: this will save you both trouble and anxiety.

The book No. 1, can be purchased at any bookseller's or stationer's, ready made; it is ruled in the same manner as those they usually keep, the size is quite immaterial: the book No. 2, may, perhaps, require to be ordered, but all stationers, in large towns, keep housekeeping account books, for a shilling or two; but if you have to order it, you will get it done for a few shillings; a book of fifty leaves will last about seven years; so that the expense is too trifling to be a matter of question.

## PLAN OF BOOK, No. 1.

## HOUSE EXPENSES.

DATE.	ARTICLES PURCHASED.	COST.		
		£	s.	d.
184—				
Jan. 1	10lbs. Cheese, at 8d. per lb.	0	6	8
5	Fruit, for Dessert . . . .	0	5	0
7	Paid Butcher, as per bill .	5	10	0
—	Cooper, for repairs . . . .	0	10	0
11	Poulterer, as per bill . . .	1	4	0
12	Oilman, as per bill . . . .	0	6	0
—	Laundress, as per bill . . .	0	7	7
16	Postman, for Letters . . . .	0	1	0
—	Fruit, for Dessert . . . .	0	6	0
17	Green-grocer, as per bill . .	0	5	0
18	Brewer, for Table-ale . . . .	0	17	6
20	Baker, as per bill . . . .	3	2	0
21	Cheesemonger, ditto . . . .	0	7	0
22	Chimney-sweeper . . . .	0	1	6
24	Fishmonger . . . .	0	7	6
27	Poulterer, as per bill . . . .	0	10	6
31	Carriage of parcels . . . .	0	1	6
	Total .	13	8	9

## PLAN OF BOOK No. 2.

## HOUSE EXPENSES, MONTHLY ACCOUNT.—JULY, 184—.

Butcher.	Baker.	Cheese- monger.	Oilman.	Poulterer.	Fish- monger.	Green- grocer.	Laundress.	Sundries.	Totals.
£ s. d. 5 10 0	£ s. d. 3 2 0	£ s. d. 0 6 8 0 17 0	£ s. d. 1 6 0	£ s. d. 1 4 0 0 10 6	£ s. d. 0 7 6	£ s. d. 0 5 0 0 6 0 0 5 0	£ s. d. 0 17 7	£ s. d. 0 10 0 0 1 0 0 7 6 0 1 6 0 1 6	£ s. d. 5 10 0 3 2 0 1 3 8 1 6 0 1 14 6 0 7 6 0 6 0 0 7 7 1 1 6
5 10 0	3 2 0	1 3 8	1 6 0	1 14 6	0 7 6	0 16 0	0 17 7	1 1 6	15 8 9



These simple plans, coupled with the examination of the bills previously recommended, will effectually prevent any error, either on your part, or that of the tradesmen; while it will afford you the ready means of ascertaining, at any time, the amount paid to any or all of them.

## WINE AND BEER CELLARS.

We at first intended to have given some general instructions as to the care of the wine-cellar; but considering that, when the stock of wine is considerable, it is under the care of a professed butler, or a proper cellar-man, we feel it unnecessary to say much thereon; we shall therefore merely make a few observations, and then proceed to the beer-cellar.

Supposing, under the circumstances where our remarks may be useful, that the vault or cellar is properly fitted up, with binns complete, and the bottled wine properly deposited therein by the wine merchant's people, your care of it will merely extend to preserving it from the extremes of heat and cold; for this purpose, in summer, you will, if possible; promote a circulation of air through it; if you cannot do this, owing to the peculiar situation or structure of the building, you must be the more careful to prevent the accumulation of any damp or dirty straw, or saw-dust, which by laying together in a heap, swept, as it sometimes slovenly is, up into a corner, is apt to ferment, and produce an unnaturally heated atmosphere, which has an injurious tendency upon the wines. To prevent this, cleanliness is the most certain method, and the only trouble necessary is to sweep up the cellar now and then, and remove all the loose straw and saw-dust; no harm, however, can result from a little clean dry saw-dust being sprinkled

about, provided it be swept up once a week, removed away, and some fresh sprinkled in its place.

In winter, the coldness of the atmosphere requires a different treatment of the cellar, though in reality it is merely a different means of obtaining the same end, namely, a temperate or medium state of the atmosphere therein; too cold or too warm an influence are equally injurious to wine. When, therefore, the state of the weather warns you of the probable approach of frost, carefully close up the window, or other external outlet, by throwing upon it a sufficiency of long stable litter, or some other thing which may effectually exclude the external cold air.

In summer, wine is the more valued and most refreshing, if it be fresh and cool; the state of the atmosphere, or of the cellar, may be against this; in which case, standing the bottle for a short time in a wine-cooler in either of the following mixtures, will produce the desired effect.

#### MIXTURES FOR COOLING WINE, &c.

Take five parts of sal-ammoniac, five parts of nitre, and sixteen quarts of water; mix the whole together, put it into the wine-cooler, and immerse the bottles of wine therein.

A lower degree of cold may be obtained, by the addition of eight parts of Glauber salts to the above.

And a still lower degree of coldness may be produced, by eight parts of Glauber salts, five parts of muriatic acid, and ten quarts of water.

#### BEER CELLAR.

All the remarks we have made on the subject of the wine-vault, apply with equal force to the beer-

cellar,—the great secret or principle of preserving both wine and beer being—a clean, dry cellar, and a temperate atmosphere: that is, neither hot nor cold, but between both.

Ale, porter, and table-beer, for family consumption, are usually kept in barrels; these should be placed on racks or stands, which admit of readily moving the casks or barrels about when necessary, or of tilting when partly drawn off.

Malt liquors keep well, or at least should do so, while they are untapped; but as soon as drawing-off once commences, the beer begins gradually to lose its spirit and brightness; it should therefore be drawn off before another cask is suffered to be tapped. The vent-peg should be always kept in, except when removed for the purpose of drawing the beer; but should be always replaced; for the beer becomes sensibly the worse, if it be left out only for an hour or two.

If at any time beer that, when first tapped, was bright and brisk, becomes too flat for the palate, the best way to treat it is to bottle it off, putting into each bottle one or two raisins; and in a few weeks it will be restored to its original goodness.

Should your beer become foxed or tainted in the cask, speak to the brewer about it; for whatever beer is afterwards put into the same cask, will taste the same, unless means be taken to eradicate the ill scent from it, which is too difficult for you to attempt, but which is easily done by the cooper.

#### OF BOTTLING BEER.

It is not an uncommon practice for a family to bottle beer for their own consumption, and as that duty necessary falls to the share of the person en-

trusted with the management of the beer-cellar, a few remarks as to the proper method of doing it will be acceptable.

The first care necessary is as to the bottles, which should be clear from any kind of crust from any former contents, and perfectly clean; if new, they should be inspected, and all starred ones put on one side as useless. The next care is the corks: these should always be new, sound, and free from specks; old ones are sure to spoil what they are intended to preserve; a cork that has been once used, is for ever after useless, at least for bottling purposes.

All being ready, proceed to bottling. When you once begin to draw off a cask of beer or ale for this purpose, do not leave it till done, at least as much as is wanting; do not cork the bottles for at least twelve hours, or many of them will burst; and before you do so, put into each a raisin, or a small piece of loaf sugar. Then cork them as tight as possible. Lay the bottles on their sides in the proper rack erected for the purpose, and do not use them till quite ripe; if you wish to hasten its ripening, set a few of the bottles in some hay or straw in a warm place.

The saw-dust used in the cellar, or in the bins, should be well dried before the fire, or, which is preferable, baked in an oven, before it is used: as the least damp will produce a fermentation which will soon communicate itself to the beer.

HINTS RESPECTING THE APPLICATION OF WAGES,—  
THE PRESERVATION OF HEALTH,—AND THE  
EMPLOYMENT OF LEISURE TIME.

The whole of the preceding observations and directions which we have thought it necessary to give, have been devoted to the proper manner of performing the several duties which attach to a man-servant in a gentleman's service, or in a respectable establishment: our remarks will now be directed to those things which more immediately concern himself. And, first, as to the

*Wages.*—You will have to consider, that although your wages may now be amply sufficient for all your present purposes, yet that your situation is not a freehold, nor your health, or tenure therein, by any means secure; besides this, old age will come on, as certainly as the night succeeds to the day; and then, unless you have by your prudence otherwise provided for yourself, there will be but little hopes of your being in a situation, unless, indeed, by diligence, industry, and attention, you have continued for many years therein. Think, therefore, in time, of what you will do; the savings' banks offer an excellent opportunity: in them you may deposit as much of your wages as you can spare, each quarter, or each time you are paid, where it will be taken care of for you, and accumulate, with the interest added, as fast as it arises: this way is doubly advantageous; should you retain your situation, and keep in good health, your savings will in a few years accumulate, together with the interest, to a very considerable sum, which, should an opportunity offer, you can then appropriate to any purpose likely to afford you a decent maintenance for the remainder of life, as entering into

any line of business you are acquainted with, or taking a shop in a branch of public accommodation, as a coffee-house, eating-house, &c.

There are also other plans exceedingly useful: there are offices where by paying a monthly or quarterly contribution, you can insure yourself against the chances of illness, and also provide an annuity for future years, should you live to attain the age of fifty and upwards. This is an advantage peculiarly applicable to gentlemen's servants, inasmuch as they can then look forward without apprehension, should they be overtaken by sickness, or to live to an advanced age.

*Health.*—This is such an invaluable blessing, that it is worth any price to preserve it; what shall we say, then, to those who by their practices seem to set it at nought, and do their utmost to deprive themselves of it? And yet such there are. Many gentlemen's servants, particularly coachmen and footmen, are out in all seasons and in all weathers, exposed to the influence of wet and dry, as well as the heat and cold: it is true, they are generally well clothed; but all the clothing they can possibly wear will not so completely fortify them from wet or cold, as to prevent feeling their influence when long exposed to either of them, and particularly so, when their duties occasion a frequent repetition of such occurrences.

But although you cannot wholly prevent, you need not aggravate, the consequences of exposure to the weather. Colds are thus caught; which, properly understood, means a derangement of some internal functions, necessary to preserve health, as a weakening of the digestive organs, or a suspension of some of the natural operations; in either of these cases, fever is engendered: It is the usual custom on such occasions—a custom which cannot be too much cen-

sured, to fly to spirits for relief; this is only adding fuel to the fire: for a time, the artificial excitement thus created induces the party to consider himself relieved; but as soon as that subsides, he finds an increase of the worst of the symptoms, and unless his constitution be strong, and nature by her own efforts remove the complaint, a serious illness is often the result, for it is the very nature of spirits to produce inflammation; and he who expects thus to allay or remove fever, acts about as wisely as one who seeks to put out a large fire by pouring oil upon it.

The moment you return home, after having been exposed to wet or cold, take off your damp clothes, and rub yourself well with a coarse towel, until you produce a generous glow; you may then return to the kitchen, and partake of a light supper, or what is much better, a bason of good plain gruel, without spirits; this will excite perspiration, and encourage sleep, from which you will awake much refreshed; but if after changing your clothes, you experience a depressing sensation, attended with a kind of shivering, take a dose of gentle opening medicine, as well as the gruel, and go at once to bed.

Colds are the forerunners of every disease; they therefore, must not be neglected. They are most often caught by persons whose stomach is out of order; whenever, therefore, you feel yourself in this situation, remove it at once by two of the following pills, taken twice in the course of the day:

PILLS FOR INDIGESTION AND WEAK STOMACH.

Best aloes .. ..	10 grains,
Turkey rhubarb .. ..	30 grains,
Extract of gentian ..	30 grains;

Mix these well together into a mass, of which make twenty pills. Two pills are a dose.

Or any of the following simple medicines may be taken, which may be procured more easily: they will have much the same effect.

## SIMPLE PURGATIVES.

Rhubarb	..	from 10 to 15 grains; or,
Senna powder,		from 30 to 50 grains: or,
Castor oil	.. ..	0 to $\frac{3}{4}$ of an ounce; or,
Best aloes	..	from 5 to 10 grains.

Recollect, that either and *each* of these is a dose, and that only one of either of them is to be taken at any one time.

If the eyes be attacked, in consequence of the heat of the body, they should be bathed with the following cooling lotion:

## COOLING LOTION FOR INFLAMED EYES.

Distilled vinegar	.. ..	3 drams,
Elder-flower water	.. ..	2 ounces,
Spirit of rosemary	.. ..	1 dram;

Mix all together.

## EMPLOYMENT OF LEISURE TIME.

The duties of a gentleman's servant, particularly the footman, are, generally speaking, so numerous as to leave him but little time on his hands; still, however, he will find opportunities which will yield some leisure, and these it should be equally his study, as it is his undoubted interest, to improve.

Reading affords an excellent means of employing any spare time you may have at your disposal; but then it is imperative that the books you read should be works of an instructive tendency, and not mere



idle tales or nonsensical novels; works of the latter description do more harm than good; by giving a false estimate of the human character, they induce opinions which never can benefit those who entertain them; and by exciting or inflaming the imagination, they deceive and betray the best feelings of our nature; they should, then, be shunned, as the insidious poison which destroys not the less surely for wearing a specious appearance. There are plenty of books now published, which can be read with pleasure, and at the same time prove highly instructive. The low price at which useful works are now sent forth to the world, places them within the reach of almost every one.

Avoid the public house as you would the company of a pretended friend; thousands who have gone into them, at first only to meet an acquaintance, to take a slight refreshment, or hear the news of the day; reasons, perhaps, harmless in themselves, have been led to repeat the visit, and have at length had bitter reason to regret that they ever entered it. Trust not to any resolution, but avoid the temptation; for few in such case can say, "Thus far will I go, and no farther."

## MISCELLANEOUS RECEIPTS AND TABLES.

IN our observations on the several duties of a footman, as well as those of men-servants generally, we have not only given plain directions for performing them in the best and most satisfactory manner, but we have also added useful and valuable receipts for preparations of acknowledged utility; these will be found regularly appended to the duties to which they respectively belong: since, however, they were written, we have, by the kindness of some friends, been furnished with several others, which being too useful to be omitted, we shall now add them in this place: they have the additional recommendation of having been practically approved of, and such as can therefore be confidently applied to.

## TREATMENT OF POLISHED FIRE-IRONS.

Polished steel fire-irons, if of the very best quality, are the least likely to rust: to keep them in order, they will only require to be well rubbed with dry soft wash leather, without paste or powder of any kind; but if they have once contracted rust, it can only be removed by a little putty powder rubbed carefully on the rusty part.

## FRAMES, PICTURES, AND LOOKING-GLASSES,

Should never be touched with a cloth, or even with a leather; but the dust should be cleaned from them with a soft hair painter's brush, or a bunch of feathers: the latter is perhaps preferable. Window curtains are dusted in the same manner.

## TO CLEAN GLASS JUGS OR DECANTERS.

Much of the brilliancy of the glass depends on drying it with great care, immediately after it is rinsed. Muriatic acid (usually called spirits of salts) added to the cold water in which the glass is washed, removes any discolouration

from wine and improves the polish of the glass. If the wine has stood some time, and the discolouration appears fixed, a few drops of muriatic acid put into the decanter, and the glass afterwards washed clean with cold water, will remove the stains.

#### TO EXTRACT OIL OR GREASE FROM STONE OR MARBLE.

Mix equal quantities of fullers'-earth and pipe-clay, both well dried and pounded fine, and as much strong soap- lees as will just keep the composition from running about: spread this on the part that is oiled, or greased, and put a hot iron upon it, to remain there till the preparation be quite dry: if the iron cool too soon, put another, hot, into its place.

This may require repeating once, or even two or three times, some stone being very difficult to extract any kind of grease from.

#### TO EXTRACT OIL OR GREASE FROM BOARDS.

Fullers'-earth and soda mixed together with cold water should be placed on the part greased: after remaining there till the moisture has dried up, scour it off with some soap and sand. The sooner this is done after the accident, the better; as the longer it is delayed, the more difficult are the oily stains to remove.

#### TO MANAGE RAZOR STROPS.

Razor strops should be kept a little moist by having a drop or two, occasionally, of sweet oil rubbed into them: they may be kept in excellent order for sharpening razors, penknives, or surgeons' instruments, by having either of the following compositions spread thereon, or rather rubbed in.

Crocus martis and a little sweet oil, mixed together into a stiff paste; a little of which should be spread on the strop, and then well rubbed in by a glass phial.

Sulphate of iron and a little hog's-lard, intimately mixed, and applied in the same manner.

Having spread the strop thinly and evenly with one of the above compositions, let it hang exposed to the air for a

day before you use it. When you sharpen your razor thereon, pass it afterwards on the inside of your hand while warm, and dip it in warm water just before using.

#### TO CLEAN GOLD AND SILVER LACE, &c.

Cut two ounces of soap up into small pieces, and put it into a pint and a half of water: sew the lace up in linen cloth and boil it therein; after which, wash it in clean water. Should the appearance of the lace be discoloured, apply a little warm spirits of wine to the discoloured part.

#### TO CLEAN GILT BUCKLES, CHAINS, &c.

First brush the article for a few minutes with a soft brush dipped in water, with a little soap rubbed thereon: then wash it clean in water; wipe it, and place it before the fire to dry; and afterwards brush it with dust of burnt bread, very finely powdered.

#### TO DETECT DAMPNES IN BEDS.

A glass goblet put in between the sheets, after the bed has been warmed, will prove a test of its real state: if it be the least damp, a haziness will appear almost to a dampness in the inside of the glass; and if it be very damp, drops of wet will be formed therein.

This test is simple, but unfailing; and it is valuable, inasmuch as many travelling persons have had lasting reason to trace the origin of painful and incurable disorders from sleeping in damp beds.

#### WARMING BEDS.

Many persons, particularly those of delicate habits, complain of the unwholesome sulphurous smell left in the bed and apartment by the warming-pan; to prevent this in some measure, take care not to have any black or blazing coals in the pan, and a minute or two before you take it up for use, sprinkle a little table-salt over the hot cinders; which will partially but not wholly remedy the evil. But there is now an excellent invention sold by most ironmongers, of an iron warming-pan, which has a small hole fitted with a screw; and when filled with very hot water, instead

of hot coals, the screw is to be screwed into the hole, and the pan will keep its heat long enough to warm all the beds in the house, if desired; and it imparts a much more agreeable and wholesome warmth than hot cinders, and is cheaper also.

#### HINTS TO EXTINGUISH FIRE, PARTICULARLY IN FEMALE DRESS.

The hearth-rug, mats, drugget, or whatever article is at hand, of woollen, carpeting, or other close texture, should be instantly wrapped closely round the sufferer, except the face itself; for the readiest way to put out fire, is to deprive it of air: if not too much injured, the extinction will be expedited by gently rolling on the floor: even where no wrapper is at hand, rolling over on the floor is useful, as it is evident the flames exert much less power while the person is lying down, than when standing upright, independently of the face being far more secure, and suffocation much less likely to ensue.

Cold water frequently applied, is the best assuager of the pain; medical assistance, however, should always be procured before the clothes are attempted to be removed; for if the skin be torn off, the wound will then be far more painful, and much longer in healing.

No oil, nor spirits of any kind, should, on any account be applied to a scald or burn; but a mixture of vinegar and cold water, in equal quantities, makes an excellent lotion to bathe the part with, and prevents the skin breaking, or the blister from extending. Firemen when obliged to enter a room full of smoke, creep along the floor on their hands and knees, and sometimes even crawl along on their stomachs.—They do this upon the principle that as smoke ascends, they are then much less subject to its suffocating influence.

But in all these situations, presence of mind is of the greatest service; with that, the simplest means may be made effectual; without it, the handiest may be rendered unavailing.

#### TO DESTROY FLIES.

Flies are very troublesome, especially at the decline of

summer, as they more particularly alight in numbers on the mirrors, glasses, gilt frames, and curtains, and deface them sadly: covering these articles with paper or gauze, as directed in page 32, is one way resorted to as a preventive; and so far, it is a good plan: but if to a pennyworth of quassia (to be purchased at any druggist's,) a small quantity of warm water be poured, and suffered to stand covered up, as if for making tea; and the decoction be well sweetened, and diluted with two or three times its bulk of boiling water, and placed about the room or house in shells or saucers, the flies will greedily sip of it, and in a few minutes fall dead.

#### TO CORRECT BAD SMELLS.

The only effectual way of doing this, is by having scent-traps placed in all the outlets by which the noisome scents can arise. In all sinks it may be prevented, by the plumber fixing a bell trap in the pipe, which is not expensive; and in all other drains or sink-holes on the ground, a cast-iron stink-trap, which costs only about two or three shillings, is a most effectual remedy; and may be the means of preventing typhus, scarlet, and other low fevers, which the effluvia from such drains frequently occasions.

#### TO MAKE TOAST AND WATER.

Toast a piece of bread a deep brown on both sides, but do not burn or blacken it; put it into a deep jug, and fill it up with spring or other clear water: cover it close, and let it stand for three or four hours before it is wanted; it should then be strained for use.

#### TO MAKE GINGER BEER.

Best powdered ginger	..	one ounce,
Cream of tartar	.. ..	half-an-ounce,
Loaf-sugar	.. .. .	two pounds,
One lemon, sliced.		

Put all the ingredients into a gallon of water; after well mixing, let it stand over the fire, (but it must not be

allowed to get boiling-hot,) for about half an hour: then take it off, and let it stand until nearly cold, putting a table-spoonful of yeast into it, just before it becomes cold; let it ferment for twelve hours; then strain it through a linen bag, and bottle it; laying the bottles on their sides for twelve hours: then stand them up, taking care that the bottles are well corked and tied over. It will be fit for use in two days.

## TO MAKE SODA WATER.

Carbonate of soda .. ..	one ounce and a-half,
Tartaric acid .. .. .	one ounce.

Keep these in separate papers, and when soda-water is asked for, put two-thirds of a tea-spoonful of the acid into one tumbler, one-third full of clear spring water, and a spoonful of the soda into another tumbler, with a similar quantity of water; stir them well, and when dissolved, pour the one into the other: the effervescence immediately takes place, during which it must be drank off.

## TO REMOVE INK SPOTS FROM MAHOGANY.

With a little diluted vitrol, touch the part with a feather; rub it quickly, and if not quite removed, repeat the same.

## TO REMOVE THE STAIN OF IRON FROM MARBLE.

Mix equal quantities of spirits of vitriol and lemon juice; shake it well; wet the spots, and in a few minutes rub them with a soft duster till they are removed.

CALCULATION OF POSTING,  
FROM ONE SHILLING TO TWO SHILLINGS AND SIX PENCE PER MILE.

Miles	1s.	1s. 1d.	1s. 2d.	1s. 3d.	1s. 4d.	1s. 5d.	1s. 6d.	1s. 9d.	2s.	2s. 3d.	2s. 6d.
8	s. 8 d. 0	s. 8 d. 8	s. 9 d. 4	s. 10 d. 0	s. 10 d. 8	s. 11 d. 4	s. 12 d. 0	s. 14 d. 0	s. 16 d. 0	s. 18 d. 0	s. 20 d. 0
9	s. 9 d. 0	s. 9 d. 9	s. 10 d. 6	s. 11 d. 3	s. 12 d. 0	s. 12 d. 9	s. 13 d. 6	s. 15 d. 9	s. 18 d. 0	s. 20 d. 3	s. 22 d. 6
10	s. 10 d. 0	s. 10 d. 10	s. 11 d. 8	s. 12 d. 6	s. 13 d. 4	s. 14 d. 2	s. 15 d. 0	s. 17 d. 6	s. 20 d. 0	s. 22 d. 6	s. 25 d. 0
11	s. 11 d. 0	s. 11 d. 11	s. 12 d. 10	s. 13 d. 9	s. 14 d. 8	s. 15 d. 7	s. 16 d. 6	s. 19 d. 3	s. 22 d. 0	s. 24 d. 9	s. 27 d. 6
12	s. 12 d. 0	s. 13 d. 0	s. 14 d. 0	s. 15 d. 0	s. 16 d. 0	s. 17 d. 0	s. 18 d. 0	s. 21 d. 0	s. 24 d. 0	s. 27 d. 0	s. 30 d. 0
13	s. 13 d. 0	s. 14 d. 1	s. 15 d. 2	s. 16 d. 3	s. 17 d. 4	s. 18 d. 5	s. 19 d. 6	s. 22 d. 9	s. 26 d. 0	s. 29 d. 3	s. 32 d. 6
14	s. 14 d. 0	s. 15 d. 2	s. 16 d. 4	s. 17 d. 6	s. 18 d. 8	s. 19 d. 10	s. 21 d. 0	s. 24 d. 6	s. 28 d. 0	s. 31 d. 6	s. 35 d. 0
15	s. 15 d. 0	s. 16 d. 3	s. 17 d. 6	s. 18 d. 9	s. 20 d. 0	s. 21 d. 3	s. 22 d. 6	s. 26 d. 3	s. 30 d. 0	s. 33 d. 9	s. 37 d. 6
16	s. 16 d. 0	s. 17 d. 4	s. 18 d. 8	s. 20 d. 0	s. 21 d. 4	s. 22 d. 8	s. 24 d. 0	s. 28 d. 0	s. 32 d. 0	s. 36 d. 0	s. 40 d. 0
17	s. 17 d. 0	s. 18 d. 5	s. 19 d. 10	s. 21 d. 3	s. 22 d. 8	s. 24 d. 1	s. 25 d. 6	s. 29 d. 9	s. 34 d. 0	s. 38 d. 3	s. 42 d. 6
18	s. 18 d. 0	s. 19 d. 6	s. 21 d. 0	s. 22 d. 6	s. 24 d. 0	s. 25 d. 6	s. 27 d. 6	s. 31 d. 6	s. 36 d. 0	s. 40 d. 6	s. 45 d. 0
19	s. 19 d. 0	s. 20 d. 7	s. 22 d. 2	s. 23 d. 9	s. 25 d. 4	s. 26 d. 11	s. 28 d. 6	s. 33 d. 3	s. 38 d. 0	s. 42 d. 9	s. 47 d. 6
20	s. 20 d. 0	s. 21 d. 8	s. 23 d. 4	s. 25 d. 0	s. 26 d. 8	s. 28 d. 4	s. 30 d. 0	s. 35 d. 0	s. 40 d. 0	s. 45 d. 0	s. 50 d. 0
25	s. 25 d. 0	s. 27 d. 1	s. 29 d. 2	s. 31 d. 3	s. 33 d. 4	s. 35 d. 4	s. 37 d. 6	s. 43 d. 3	s. 50 d. 0	s. 56 d. 3	s. 62 d. 6



## TABLE

FOR CALCULATING SALARIES AND WAGES.

1 Year.		$\frac{1}{2}$ Year.		$\frac{1}{4}$ Year.		1 Month.			10 Days.			1 Day.		
£	s.	£	s.	£	s.	d.	£	s.	d.	£	s.	d.	s.	d.
100	0	50	0	25	0	0	8	6	8	2	15	7 $\frac{1}{2}$	5	5 $\frac{3}{4}$
95	0	47	10	23	15	0	7	18	4	2	12	9 $\frac{1}{2}$	5	2 $\frac{1}{2}$
90	0	45	0	22	10	0	7	10	0	2	10	0	4	11 $\frac{1}{4}$
85	0	42	10	21	5	0	7	1	8	2	7	2 $\frac{3}{4}$	4	8
80	0	40	0	20	0	0	6	13	4	2	4	5 $\frac{1}{2}$	4	4 $\frac{3}{4}$
75	0	37	10	18	15	0	6	5	0	2	1	8	4	1 $\frac{1}{2}$
70	0	35	0	17	10	0	5	16	8	1	18	9 $\frac{1}{2}$	3	10
65	0	32	10	16	5	0	5	8	4	1	16	1 $\frac{1}{2}$	3	6 $\frac{1}{2}$
60	0	30	0	15	0	0	5	0	0	1	12	8	3	3 $\frac{1}{2}$
55	0	27	10	13	15	0	4	11	8	1	13	4	3	0 $\frac{1}{4}$
50	0	25	0	12	10	0	4	3	4	1	7	9	2	9
45	0	22	10	11	5	0	3	15	0	1	5	0	2	5 $\frac{1}{2}$
40	0	20	0	10	0	0	3	6	8	1	2	3 $\frac{3}{4}$	2	2 $\frac{3}{4}$
35	0	17	10	8	15	0	2	18	4		19	5 $\frac{1}{2}$	1	11
30	0	15	0	7	10	0	2	10	0		16	8	1	7 $\frac{3}{4}$
25	0	12	10	6	5	0	2	1	8		13	9 $\frac{1}{2}$	1	4 $\frac{1}{2}$
20	0	10	0	5	0	0	1	13	4		11	1 $\frac{1}{2}$	1	1 $\frac{1}{4}$
15	0	7	10	3	15	0	1	5	0		8	4		10
10	0	5	0	2	10	0		16	8		5	6 $\frac{3}{4}$		6 $\frac{1}{2}$
5	0	2	10	1	5	0		8	4		2	9 $\frac{3}{4}$		3 $\frac{1}{2}$
4	0	2	0	1	0	0		6	8		2	2 $\frac{3}{4}$		2 $\frac{3}{4}$
3	0	1	10		15	0		5	0		1	8		2
2	0	1	0		10	0		3	4		1	2 $\frac{3}{4}$		1 $\frac{1}{2}$
1	0		10		5	0		1	8			7 $\frac{1}{2}$		3 $\frac{3}{4}$
	10		5		2	6			10			3 $\frac{1}{2}$		1 $\frac{1}{2}$

In making the above calculations, all fractional differences are placed to the advantage of the person who is to receive the wages or the salary. The month is calculated as the third of the quarter, the 10 days as a third of the month.

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FINIS.





